



*Council Work Session - 6:15 p.m.*

## **CITY COUNCIL AGENDA**

**Tuesday, February 18, 2014**

**7:00 p.m.**

**Coon Rapids City Center  
Council Chambers**

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### **Open Mic/Public Comment**

### **Call to Order**

### **Pledge of Allegiance**

### **Roll Call**

### **Adopt Agenda**

### **Proclamations/Presentations**

1. Present Proclamation and Cons. Resolution 14-36 Accepting the Donation of Funds from the 2013 Eisenhower Elementary School Penny Drive
2. Coon Rapids Heart Safe Community Public Service Training Video

### **Approval of Minutes of Previous Meeting**

February 5, 2014 Regular Meeting

### **Consent Agenda**

3. Cons. Resolution 14-35 designating the *Anoka County UnionHerald* as the official newspaper for 2014
4. Cons. Resolution 14-37 Accepting the Donation of a Beverage Bar from the Pepsi Bottling Company to the Coon Rapids Civic Center
5. Approval of Temporary On-Sale 3.2% Malt Liquor License for Epiphany Church for Use at Springfest
6. Cons. Waiver of Fees for the 2014 Fourth of July Celebration

### **Reports on Previous Open Mic**

7. Open Mic Report - Jerry Pierce, 12236 Partridge Street NW - Various Concerns

### **Public Hearing**

8. Cons. Adoption of Ordinance Amending City Charter Establishing the Registration of Write-In Candidates for City Offices

### **Bid Openings and Contract Awards**

### **Old Business**

9. Cons. Resolution 14-31 Adopting 2014(1) Miscellaneous Special Assessments (Contested Miscellaneous Assessments One-Year)

### **New Business**

10. ~~Cons. Appeal of Solicitor License Denial, Joseph Einbinder, The Window Store Home Improvements~~
11. Riverview Park Improvement Plan, Project 14-9:
  - a. Approve Preliminary Design Concept Plan
  - b. Approve Consultant Services Agreement for Design and Bidding Services and Authorize Execution of Agreement
12. Cons. Resolution No. 14-34 Exempting the City of Coon Rapids from the Mississippi River Critical Corridor Area Rules
13. Residential Street Reconstruction, Project 14-1:
  - a. Cons. Resolution Accepting Feasibility Report and Ordering Public Hearing on Improvement
  - b. Cons. Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Roll
  - c. Cons. Resolution Setting Assessment Hearing
14. Round Lake Boulevard Street Reconstruction - Project 14-2:
  - a. Cons. Adopt Resolution Accepting Feasibility Report and Ordering Public Hearing
  - b. Cons. Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Roll
  - c. Cons. Adopt Setting Assessment Hearing
15. Accept Proposal and Authorize Execution of Agreement for Engineering Services, 2014 Well Rehabilitation Program, Project 14-19
16. Approve Consultant Services Agreement and Authorize Execution of Agreement for Completing Water System Master Plan Update, Project 14-20
17. Police Vehicles Purchase:
  - a. Cons. Resolution 14-33 Amending the 2014 Capital Equipment Fund Budget
  - b. Authorize Purchase of Eight Marked and One Unmarked Police Vehicles
18. Taser Purchase for Police Department:
  - a. Cons. Resolution 14-32 Amending the 2014 Budget to Reappropriate Funds Using the Contribution from Anoka Hennepin Drug and Violent Crime Task Force
  - b. Authorize Purchase of 15 Tasers and Related Equipment from Taser International

### **Other Business**

**Adjourn**



**AI-1768**

**City Council Regular**

**Meeting Date:** 02/18/2014

**SUBJECT:**

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**Attachments**

**2-5-14 Minutes**

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## **UNAPPROVED**

### **COON RAPIDS CITY COUNCIL MEETING MINUTES OF FEBRUARY 5, 2014**

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#### **OPEN MIC/PUBLIC COMMENT**

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Jerry Pierce, 12236 Partridge St NW, expressed his displeasure with the current bird feeding ordinance and the “hoarding ordinance”. He also referred to the whistle-free zone and two pedestrian fatalities. He said the hoarding ordinance will bring crime and corruption and more pressure on police and that we should let the elderly keep their possessions. He repeated his challenge to meet and debate the Coon Rapids Council on their accomplishments.

#### **CALL TO ORDER**

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The first regular meeting of the Coon Rapids City Council for the month of February was called to order by Mayor Tim Howe at 7:00 p.m. on Tuesday, February 5, 2014, in the Council Chambers.

#### **PLEDGE OF ALLEGIANCE TO THE FLAG**

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Mayor Howe led the Council in the Pledge of Allegiance.

#### **ROLL CALL**

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Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders and Steve Wells

Members Absent: None

#### **ADOPT AGENDA**

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MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

#### **PROCLAMATIONS/PRESENTATIONS**

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None.

#### **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

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JANUARY 21, 2014, COUNCIL MEETING

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JANUARY 24-25, 2014, WORK SESSION

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MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE MINUTES OF THE JANUARY 21, 2014, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE MINUTES OF THE JANUARY 24-25, 2014, WORK SESSION MEETING. THE MOTION PASSED UNANIMOUSLY.

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CONSENT AGENDA/INFORMATIONAL BUSINESS

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1. CONSIDER APPROVAL OF AGREEMENT FOR RESIDENTIAL RECYCLING BETWEEN ANOKA COUNTY AND THE CITY OF COON RAPIDS AND APPROVE BUDGET REAPPROPRIATIONS FOR CAPITAL IMPROVEMENTS FOR UPGRADED SECURITY CAMERAS
  2. APPROVE ISSUANCE OF CLASS A ON-SALE, SUNDAY LIQUOR, AND TAVERN LICENSES TO HMM, LLC DBA CHANTICLEAR PIZZA, 11706 CROOKED LAKE BOULEVARD
  3. CONSIDER RESOLUTION 13-86 DECLARING A VACANCY AND APPOINTING A MEMBER TO THE SUSTAINABILITY COMMISSION
  4. CONSIDER RESOLUTION 13-32 CONCURRING WITH ISSUANCE OF OFF-SITE LAWFUL GAMBLING PERMIT FOR COON RAPIDS YOUTH HOCKEY ASSOCIATION
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MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

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REPORTS ON PREVIOUS OPEN MIC

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None.

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PUBLIC HEARING

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1A. COMCAST CABLE FRANCHISE RENEWAL

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The Staff report was shared with Council.

Mayor Howe opened and closed the public hearing at 7:06 p.m. since no one appeared to address the Council.

**OLD BUSINESS**

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5. RESTRICTING PARKING ON UNIVERSITY AVENUE:
    - A. CONSIDER ORDINANCE RESTRICTING PARKING ON THE WEST SIDE OF UNIVERSITY AVENUE FROM NORTHDALÉ BOULEVARD TO MAIN STREET
    - B. CONSIDER RESOLUTION NO. 14-28 RELATING TO PARKING RESTRICTIONS ON THE WEST SIDE OF UNIVERSITY AVENUE FROM NORTHDALÉ BOULEVARD TO MAIN STREET
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT AN ORDINANCE RESTRICTING PARKING ON THE WEST SIDE OF UNIVERSITY AVENUE FROM NORTHDALÉ BOULEVARD TO MAIN STREET; AND ADOPT RESOLUTION NO. 14-28 RELATING TO PARKING RESTRICTIONS ON THE WEST SIDE OF UNIVERSITY AVENUE FROM NORTHDALÉ BOULEVARD TO MAIN STREET. THE MOTION PASSED UNANIMOUSLY.

6. CONSIDER ADOPTION OF ORDINANCE AMENDING LAWFUL GAMBLING PREMISE PERMITS
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The Staff report was shared with Council.

Mayor Howe discussed the Ordinance in detail noting the proposed amendment would allow charitable gambling organizations to operate at up to five locations, instead of the previous limit of three.

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT AN ORDINANCE INCREASING THE NUMBER OF LAWFUL GAMBLING LOCATIONS TO FIVE PER ORGANIZATION WITH TWO LOCATIONS LIMITED TO UTILIZING PULL-TAB DISPENSING DEVICES ONLY. THE MOTION PASSED UNANIMOUSLY.

7. CONSIDER ADOPTION OF ORDINANCE REZONING PROPERTY FROM MDR TO LDR2, 26XX 128<sup>TH</sup> AVENUE NW, LAWRENCE ESTATES (D AND J LAWRENCE), PC 13-25
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT,

TO ADOPT AN ORDINANCE APPROVING THE PROPOSED REZONING BASED ON THE FOLLOWING FINDINGS:

1.     THE PROPOSED REZONING TO LOW DENSITY RESIDENTIAL 2 IS CONSISTENT WITH THE LAND USE DESIGNATION OF LOW DENSITY RESIDENTIAL.
2.     THE PROPOSED REZONING IS COMPATIBLE WITH THE ADJACENT LAND USES AND ZONING.
3.     THE PROPOSED REZONING WOULD NOT HAVE AN ADVERSE IMPACT ON THE AREA.

THE MOTION PASSED UNANIMOUSLY.

#### NEW BUSINESS

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8.     CONSIDER PRELIMINARY PLAT APPROVAL, LAWRENCE ESTATES (D AND J LAWRENCE), 128<sup>TH</sup> AVENUE AND COON CREEK BOULEVARD, PC 13-26
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER JOHNSON, TO APPROVE THE PRELIMINARY PLAT FOR LAWRENCE ESTATES WITH THE FOLLOWING CONDITIONS:

1.     THE PROPOSED REZONING IN PC 13-25 IS APPROVED BY THE CITY COUNCIL.
2.     ONE STREET TREE PER LOT IS PLANTED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
3.     THE APPLICANT IMPLEMENTS ALL REQUIREMENTS AND CONDITIONS OF THE WETLAND AND FLOODPLAIN MITIGATION PERMITS.
4.     ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
5.     PARK DEDICATION IN THE AMOUNT OF \$20,000 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.
6.     EXECUTION OF A DEVELOPMENT AGREEMENT WITH THE CITY.

Councilmember Klint was pleased to see this new development being completed in the City of Coon Rapids.

Councilmember Manning questioned how the developer would be purchasing water credits. Public Works Director Himmer discussed how this task would be accomplished by the developer while maintaining the watershed district guidelines.

THE MOTION PASSED UNANIMOUSLY.

9.      **CONSIDER APPEAL OF PLANNING COMMISSION DECISION, CONDITIONAL USE PERMIT – NORTH POINT CHURCH, 10732 HANSON BOULEVARD, PC 13-30**

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The Staff report was shared with Council.

Councilmember Koch asked if why the congregation was requesting to have 200 seats in the sanctuary. Planner Harlicker stated it was his understanding this was tied to the financing the church was seeking from a national organization.

Councilmember Koch stated if the parking lot was adequate to meet the congregation's current needs. Planner Harlicker stated 130 to 150 seats could be provided based on the City Codes requirements and current condition of the parking lot.

Councilmember Koch questioned if there were any other issues with the site. Planner Harlicker stated the only other area of concern was the landscape planter that would need to be removed in order to allow for a 24-foot wide drive aisle. In addition, the entire parking lot would need patching, crack filling and to be sealcoated.

Ron Touchette, 7078 East Fish Lake Road, requested the Council reconsider the conditional use permit for North Point Church. He explained this property was a challenge given the fact the road was expanded and valuable right-of-way was lost. He commented the neighbors were excited with the fact the property would be cleaned up and the fence would be improved. He understood that the opportunities for this parcel were limited given the setbacks on the property. However, this location would be perfect for North Point Church.

Mr. Touchette discussed the previous uses of the property stating it was the North Point's intention to clean up and improve the property. He believed the property could be utilized in its current form after the parking lot was cleaned, potholes were filled and the entire site would be chip sealed. He understood that the loading dock area was a concern for the City. He commented this area could be removed and a sidewalk could be installed.

Mr. Touchette indicated the potholes and cracks in the parking lot were only a fraction of the parking lot surface. He recommended the entire site not be dismissed because of the lack of maintenance the parking lot had received. He reported the parking lot would be used on Sunday mornings, Wednesday nights and several other nights during the week. He believed the repairs the parking lot required were quite common.

Mr. Touchette encouraged the Council to allow something to happen at this vacant building; allow it to be improved and maintained. He explained the members of North Point Church would love to make this building their home.

Councilmember Koch questioned the highest and best use of this building. He indicated this site had been an eyesore for a number of years. He found the church to be a good fit for the site but wanted to ensure the property would be enhanced and maintained. He wanted to see the Council find a way to make the conditional use permit work.

Councilmember Manning asked how many members the church had at this time. David Devall, 13628 Hidden Creek in Andover, explained the church currently had 110 active members.

Councilmember Manning inquired why the church was seeking parking to allow for 200 members when the church had 110 parishioners at this time. Community Development Director Nevinski indicated this centered around North Point's need for financing. He reported additional parking would be allowed along 108<sup>th</sup> and Hanson. Mr. Touchette reported North Point was a church plant seeking assistance from the Wesleyan Foundation, not a bank. He then reviewed the foundation's requirements stating the 200 seats would allow the church to grow.

Mayor Howe stated the property was currently non-conforming and the Council had to decide if the rear parking lot could be used to meet the requested 50 parking stalls without being reconstructed and brought up to City standards. Community Development Director Nevinski reported this was the case. He agreed the church was a good fit for the site, however the nonconformities on the site were a concern and the Planning Commission did not want to set a precedence with this case.

Mayor Howe asked if the rear lot would accommodate 10 parking spaces. Community Development Director Nevinski believed that this could only be accomplished if the rear parking lot was reconstructed.

Councilmember Klint thanked the Planning Commission for their efforts and for the recommendation made on this case. However, she believed the final determination on this case should be made by the Council. She was excited to see that a new church wanted to move into Coon Rapids and wanted to see this site improved and enhanced. It was her opinion that the church was a good fit for this property and that this group of individuals would improve the site. For this reason, she would be willing to go against the Planning Commission's decision.

Councilmember Koch explained it would benefit the Council to have a punch list of the maintenance items that would be addressed by the church if they were allowed to purchase the site. This would allow the Council to better understand the improvements planned for the property.

Councilmember Manning commented that staff did not believe the rear parking was suitable for parking. Community Development Director Nevinski stated this was the case, due to its poor condition, the grading changes, the setback issue, along with the reconstruction work needed.

Councilmember Manning questioned what would be the minimum maintenance allowed that would not trigger the other non-conforming standards. Community Development Director Nevinski stated the approximately 40 parking stalls in the front could be used without triggering the non-conforming standards and the church would have to then find 10 parking stalls offsite.

Councilmember Wells stated redevelopment was difficult at times. He believed the site would be enhanced by the church.

Councilmember Sanders thanked Mr. Touchette for his presentation this evening. He explained that while a church was making this request and would do good in the community, the Council was obligated to follow City Code. He stated he would not allow the North Point's financing concerns drive this matter. He indicated if the church were to reduce the number of seats required, the City could make this conditional use permit work.

City Attorney Brodie advised that if the Council were to approve the matter as requested, the church would not be required to reconstruct the rear parking lot. Staff believed that the rear parking lot needed to be brought into compliance through reconstruction and not maintenance.

Councilmember Sanders reported he would be respecting the approval process and for this reason, he could not support the request as made by North Point Church. He was in favor of affirming the Planning Commission's decision to deny the conditional use permit.

Councilmember Manning inquired if on-street parking could be used to accommodate the 50 parking stalls and 200 seats the church required. Community Development Director Nevinski stated this could be done in the interim.

Councilmember Johnson wanted to see the church work at this location. He thanked staff and the Planning Commission for their recommendation on this item. He stated the financing issues were not a concern for the City. He believed the improvements proposed by the church would remove the eyesore on this property and he wanted to find a way to bring North Point Church to this site. He commented that some improvement was better than no improvement.

Councilmember Klint questioned if the Council were to move approval with conditions if the church would be allowed to proceed with the financing. Mr. Touchette commented the congregation was prepared to repaint the building, improve the landscaping, remove the stockyard fence, repair the privacy fence, repair the rear parking area, seal coat and strip the entire parking area, fix broken windows, and replace the rusty doors by June of 2014. He stated the trash and weeds have already been cleaned from the site by the church members.

Councilmember Klint was in favor of moving forward with the condition use permit with conditions listing out the maintenance items the church would complete by July 1, 2014.

Mayor Howe indicated the site had a reasonable number of parking stalls and the additional 10 spaces could be found on-street until the rear parking lot was improved. He was in favor of

approving the conditional use permit. Community Development Director Nevinski stated the City had non-conforming buildings that were tricky to repurpose. He noted 108<sup>th</sup> and Hanson would allow for additional parking spaces, however City Code does not allow for these spaces to count in meeting the sites needs. He reported 108<sup>th</sup> and Hanson had no parking restrictions except during snow emergencies.

Councilmember Manning asked if this case should be reviewed again by the Planning Commission since the request had now changed and the rear parking lot would not be used for parking, but instead the on-street parking would be allowed to meet the required 50 spaces. City Attorney Brodie stated the Council was proposing to overturn the Planning Commission's recommendation with several conditions. Community Development Director Nevinski explained the Council was proposing to overturn the Planning Commission's recommendation to deny the conditional use permit. He suggested a directive be issued from the Council limiting the parking to areas along 108<sup>th</sup> and Hanson and allowing for the 200 seat sanctuary.

Councilmember Wells supported the project and he wanted to see it work. He recommended the rear parking lot be improved and that the City not encourage on-street parking.

Mayor Howe agreed.

**MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER WELLS, TO DENY THE PLANNING COMMISSION'S DECISION AND INSTEAD UPHOLD THE APPEAL, GRANTING APPROVAL OF THE CONDITIONAL USE PERMIT APPLICATION BASED ON THE IMPROVEMENTS OF THE REAR PARKING AREA BEING MAINTENANCE AND THAT STRIPING OF THE REAR PARKING AREA BE DONE IN ORDER FOR THE SITE TO MEET THE REQUIRED 50 PARKING STALLS.**

Community Development Director Nevinski suggested several conditions be added for approval and be stated as follows:

1.     **REQUIRING THE APPLICANT TO IMPROVE THE FENCE TO CITY STANDARDS.**
2.     **THAT IF THE CHURCH EXCEEDS THE 50 PARKING STALLS THAT THE SITE BE BROUGHT INTO COMPLIANCE WITH CITY CODE.**
3.     **THE APPLICANT SHALL SUBMIT A LANDSCAPE PLAN, A PARKING PLAN AND SITE IMPROVEMENT PLAN TO STAFF WITH ALL WORK BEING COMPLETED WITHIN ONE YEAR.**

Councilmember Manning recommended the applicant work with staff to define exactly how the maintenance on the rear parking lot would be completed.

Councilmember Sanders commented the rear parking lot was a health and safety issue in its current



condition.

Councilmember Klint stated according to her motion the site was up to code and the rear parking lot required maintenance.

Councilmember Koch suggested this rear parking area be improved by the church to meet their needs and that the City not micromanage this matter.

Mayor Howe asked for comment from the applicant.

Mr. Touchette commented the North Point Church was prepared and able to make the maintenance repairs to ensure the entire parking lot was safe and appropriate for vehicle and pedestrian traffic. The church did not want to put people at risk.

Planner Harlicker offered several additional conditions:

4.      CARS PARKING IN THE STALLS ALONG 108<sup>TH</sup> MUST NOT BLOCK THE SIDEWALK.
5.      ALL DRIVE AISLES MUST BE A MINIMUM OF 24 FEET WIDE.
6.      A SCALED PARKING PLAN WITH LOT STRIPING MUST BE SUBMITTED TO THE CITY PRIOR TO STRIPING THE LOT.

Mr. Touchette indicated the church submitted a site plan to staff with a scaled drawing of the parking lot. The parking lot had been designed with all drive aisles being 24 feet in size. Community Development Director Nevinski reported that this item could be further resolved with the applicant at a staff level.

Mayor Howe asked if the Council supported the conditions as recommended by staff.

Councilmember Klint and Councilmember Wells recommended the conditions be added to their motion and second for approval.

Councilmember Sanders asked if the proposed parking lot met ADA requirements. Community Development Director Nevinski stated this would be addressed with the applicant through the building permit process.

THE MOTION PASSED UNANIMOUSLY.

10.      CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2014 STREET MAINTENANCE PROGRAM
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 14-5(8) APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2014 STREET MAINTENANCE PROGRAM. THE MOTION PASSED UNANIMOUSLY.

11. 2014 STREET RECONSTRUCTION, ROUND LAKE BOULEVARD – COON RAPIDS BOULEVARD TO MAIN STREET, PROJECT 14-2:
    - A. ADOPT RESOLUTION ORDERING PREPARATION OF FEASIBILITY REPORT ON IMPROVEMENT
    - B. ADOPT RESOLUTION ORDERING PREPARATION OF PLANS
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 14-2(3) ORDERING PREPARATION OF FEASIBILITY REPORT ON IMPROVEMENT; AND RESOLUTION NO. 14-2(6) ORDERING PREPARATION OF PLANS. THE MOTION PASSED UNANIMOUSLY.

#### OTHER BUSINESS

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City Manager Gatlin invited the Council to attend the upcoming Coon Rapids Business Council meeting, which would be held at the Harvest Grill at Bunker Hills. The meeting would be held on Thursday, February 27, 2014 from 7:30 to 9:00 a.m.

Councilmember Sanders explained he would not be running for a fourth term in November.

Councilmember Koch indicated he received a call regarding the solar powered crosswalk on Round Lake Boulevard, noting it was not functioning properly. He recommended staff investigate this matter.

Councilmember Klint requested staff provide an update to the Council on this matter.

Public Works Director Himmer provided the Council with an update on the referendum planning. He explained a neighborhood meeting was held on the Riverview project. He reported a meeting was also held with the stakeholders at Sand Creek. Staff discussed grants that were being filled out for these projects and also reviewed the proposed timelines.

Mayor Howe encouraged all to attend the Snowball Dance on Friday, February 14, 2014, along with the other numerous events planned for Snow Flake Days. He indicated the event was \$15 per person or \$25 per couple. Further information on the Snow Flake Days events could be found on the

website.

Councilmember Klint invited everyone to attend the Polar Plunge on Saturday, February 8, 2014.

**ADJOURN**

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**MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER KOCH,  
TO ADJOURN THE MEETING AT 8:52 P.M. THE MOTION PASSED UNANIMOUSLY.**

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Tim Howe, Mayor

ATTEST:

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Cathy Sorensen, City Clerk



AI-1765

1.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Eisenhower Elementary Donation

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Patty Sathre from Eisenhower Elementary School would like to present monies collected from this year's Kookies Penny Drive.

**DISCUSSION**

Eisenhower Elementary's child nutrition staff is giving back to the community through a penny drive that lasts all school year. Proceeds from their penny drives are donated monthly to several different agencies and nonprofit organizations. "So many people have helped our school, we were just looking for a way to give back to the community," said Patty Sathre, child nutrition site supervisor. Students place pennies in a large jar in the cafeteria designated for a different organization each month. Ms. Sathre said the children are excited to place their pennies in the jar and often comment that they have been saving their pennies for a long time.

Police Chief Brad Wise, Officer Ken Young, Fire Chief John Piper, Fire Marshal Todd Williams, and Sue Leggate from the Senior Center served lunch and visited with students in October, November, and December. Proceeds collected will be donated to the Crime Prevention Association, Fire Prevention Association for Safety Camp, and to Senior Services. Students will be donating other collections to organizations such as the Christmas Committee, Coon Rapids North Star Lions Club, American Cancer Society, Alexandra House, and Anoka County Brotherhood Council Food Shelf.

Patty Sathre is unable to attend this year's meeting but would to present their total donation of \$70.03 and accept the Proclamation.

**RECOMMENDATION**

Council is requested to recognize students from Eisenhower Elementary with a Proclamation and adopt Resolution 14-36 accepting the donation of funds from the 2013 Eisenhower Elementary School Penny Drive.

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**Attachments**

Proclamation

Resolution 14-36

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## KOOKIES PENNY DRIVE AT EISENHOWER ELEMENTARY

**Whereas,** each year Eisenhower Elementary School organizes the Kookies Penny Drive for the students; and

**Whereas,** Kookies Penny Drive is conducted once a week throughout the school year, inviting community members to help serve hot, nutritious meals to the students with a smile; and

**Whereas,** Kookies Penny Drive reminds school staff that the students are their customers and to make the students feel good by “dishing up smiles” along with their food; and

**Whereas,** community servers are invited to interact with the students about school and to encourage questions about their positions throughout the community; and

**Whereas,** many people from the community have served the students through this program including Police Chief Brad Wise, Officer Ken Young, Fire Chief John Piper, Fire Marshal Todd Williams, and Sue Leggate of the Senior Center; and

**Whereas,** students donate money towards the Penny Drive that benefit organizations such as the Crime Prevention Association, Safety Camp, Senior Services, Christmas Committee, North Star Lions Club, American Cancer Society, Alexandra House, and Anoka County Brotherhood Council Food Shelf.

**Now, therefore,** I, Tim Howe, Mayor of the City of Coon Rapids, on behalf of the City Council, do hereby call upon all citizens of Coon Rapids to recognize and thank the students and staff of Eisenhower Elementary for their hard work and dedication to the **Kookies Penny Drive** each year in the City of Coon Rapids.

Proclaimed this 18<sup>th</sup> day of February, 2014.

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Tim Howe, Mayor

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Catherine M. Sorensen, City Clerk

**RESOLUTION NO. 14-36**

**A RESOLUTION ACCEPTING THE DONATION OF FUNDS  
FROM THE EISENHOWER ELEMENTARY SCHOOL KOOKIES PENNY DRIVE**

**WHEREAS**, staff and students from Eisenhower Elementary School have offered to donate monies totaling \$70.03 to the City from their annual Kookies Penny Drive; and

**WHEREAS**, Minn. Stat. §465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and

**WHEREAS**, the City Council finds the offered donations to be in the public interest.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Coon Rapids that a donation of \$19.73 for the Coon Rapids Crime Prevention Association, \$20.91 for Safety Camp, and \$29.39 for Senior Center needs totaling \$70.03 are hereby accepted.

**BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to staff and students of Eisenhower Elementary for their generous donations.

Adopted by the Coon Rapids City Council this 18<sup>th</sup> day of February, 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1730

2.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Coon Rapids Heart Safe Community Donation

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Officer Bryan Platz, Minnesota Heart Safe, will be in attendance to share about recent donations for video work for the Heart Safe Community public service announcement.

**DISCUSSION**

Officer Platz will be sharing the trailer for the newly-created Heart Safe Community training video/public service announcement featuring community member Joshua Gagner for his heroic efforts that helped save a life of a co-worker in Coon Rapids on October 3, 2013. The video will be used everywhere possible to help promote the importance of AED training in the community and beyond.

Bill Carson of billcarson.tv donated \$5,365.81 in services toward the production, directing, and shooting of this piece. The total cost of this video project is \$12,265.81, of which the balance will be paid for through donations from the Northstar Lions, Community Strength Foundation/Arts Commission, National Little League Association, Advanced First Aid, CR Service, and the Coon Rapids Rotary Club. The City is grateful to all these groups for their participation in this community effort.

**RECOMMENDATION**

Council is asked extend their gratitude to everyone involved in this wonderful project.

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AI-1764

3.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Designation of Official Newspaper

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Council is asked to formally designate the City's new official legal newspaper, the *Anoka County UnionHerald*.

**DISCUSSION**

Effective February 14, 2014, the Coon Rapids Herald joined with the Anoka County Union to become the *Anoka County UnionHerald*. This action will formally designate the *UnionHerald* as the City's legal newspaper for 2014. The publication rates remain unchanged and the publication meets all requirements for this obligation.

**RECOMMENDATION**

Staff requests adoption of Resolution 14-35 designating the *Anoka County UnionHerald* as the official newspaper for 2014.

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**Attachments**

Anoka County UnionHerald

Resoltuion 14-35

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February 6, 2014

Dear Coon Rapids City Council,

On Friday, Feb. 14 you will notice a new look to the newspaper.  
The Coon Rapids Herald and Anoka County Union will join forces to become the Anoka County UnionHerald.

A single newspaper covering a number of local communities will provide more comprehensive coverage of the region. It will also provide more access to the great writers who cover the places we live, work and play in.

The look and feel of a regional publication is something the Anoka County Union's readers are familiar with and it will be a shift that will come with many benefits to the loyal followers of the Coon Rapids Herald.

It will allow readers to know more about what's going on in their neighboring communities. We all regularly cross city boundaries to do business, shop, go to school or enjoy entertainment. Now you will have easy access to what's going on in that broader area.

You will get a front row seat to read local government coverage from Eric Hagen, learn what's going on with the school district from Olivia Koester and see what the people in our communities are up to from feature writer Sue Austreng. Longtime editor Peter Bodley will continue to report on what the Anoka County Board and Coon Rapids City Council are up to.

Both the Herald and the Union have been institutions in the communities they cover, documenting the ups, downs, achievements and milestones of their residents. That won't change.

All the important Public Notices your council and city government generates, will be run in the full circulation that will include current subscribers from both the Herald and the Union – so well over 5,000 total Anoka County UnionHerald newspapers will be in area mailboxes every Friday going forward. The Anoka County UnionHerald can, and will, transition seamlessly as the Official Legal Newspaper for all of Anoka County, including the City of Coon Rapids.

Please feel free to contact me with any questions on our newly titled newspaper.

Sincerely,  
Tom Murray  
ABC Newspapers, General Manager  
763-712-3533

Anoka County  
UNIONHERALD

**RESOLUTION NO. 14-35**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPER**

**WHEREAS**, it is necessary for the Coon Rapids City Council to annually designate a newspaper of local general circulation as the official legal newspaper for the City; and

**WHEREAS**, on January 7, 2014, the Council designated the Coon Rapids Herald as the official legal newspaper for the City; and

**WHEREAS**, effective February 14, 2014, the Coon Rapids Herald joined with the Anoka County Union to create a new publication, the Anoka County UnionHerald; and

**WHEREAS**, the Anoka County UnionHerald meets all necessary requirements for designation.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the Anoka County UnionHerald is hereby designated as the official newspaper for the City of Coon Rapids for the remainder of 2014.

Adopted this 18<sup>th</sup> day of February, 2014, by the Coon Rapids City Council.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1766

4.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Resolution Accepting a Donation from the Pepsi Bottling Company

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Council is asked to accept a donation of a beverage bar from the Pepsi Bottling Company.

**DISCUSSION**

The Pepsi Bottling Company of Burnsville, Minnesota, has donated a beverage bar for use at the Coon Rapids Civic Center. This bar, valued at approximately \$4,000, will be used for events held in the Civic Center such as weddings, private parties, and City events. The beverage bar can be used to both serve and dispense soda. The City is grateful to Pepsi Bottling Company for this donation.

**RECOMMENDATION**

Staff recommends Council adopt Resolution No. 14-37 accepting the donation of a beverage bar from the Pepsi Bottling Company in Burnsville, Minnesota for use in the Coon Rapids Civic Center and extends its gratitude to Pepsi for their donation.

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**Attachments**

Portable Beverage Bar

Resolution 14-37

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**RESOLUTION NO. 14-37**

**A RESOLUTION ACCEPTING THE DONATION OF A PORTABLE BEVERAGE BAR  
FROM THE PEPSI BOTTLING COMPANY TO THE COON RAPIDS CIVIC CENTER**

**WHEREAS**, Pepsi Bottling Company has donated a portable beverage bar for use in the Coon Rapids Civic Center; and

**WHEREAS**, Minn. Stat. §465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and

**WHEREAS**, the City Council finds the offered donations to be in the public interest.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Coon Rapids that a donation of a portable beverage bar valued at approximately \$2,700 to the Coon Rapids Civic Center is hereby accepted.

**BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to Pepsi Bottling Company for their generous donations.

Adopted by the Coon Rapids City Council this 18<sup>th</sup> day of February, 2014.

---

Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1751

5.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Temporary On-Sale 3.2% Malt Liquor License for Springfest at Epiphany Church

**From:** Vincent Vu, Management  
Analyst/Deputy Clerk

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**INTRODUCTION**

Jay Tomaszewski, on behalf of Epiphany Church, 1900 111th Avenue NW, has applied for a temporary on-sale 3.2% malt liquor license to be used at Springfest on May 16th, 17th, and 18th 2014.

**DISCUSSION**

The appropriate fees have been paid, the Certificate of Insurance for liquor liability is on file, and Mr. Tomaszewski is currently undergoing background investigation.

The temporary on-sale 3.2% malt liquor license will be valid from 5:00 to 10:30 p.m. on Friday, May 16th; 11:00 a.m. to 10:30 p.m. on Saturday, May 17th; and 10:00 a.m. to 5:00 p.m. on Sunday, May 19th.

**RECOMMENDATION**

Council approval of a temporary on-sale 3.2% malt liquor license for Epiphany Church for use at Springfest on May 16th, 17th, and 18th, 2014 pending a successful background investigation.

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AI-1749

6.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Waiver of Fees for Fourth of July Celebration

**From:** Vincent Vu, Management  
Analyst/Deputy Clerk

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**INTRODUCTION**

Chief Piper has submitted a request to waive licensing fees for the 2014 Fourth of July celebration.

**DISCUSSION**

Chief Piper, on behalf of the Coon Rapids Fire Relief Association and the Coon Rapids North Star Lions, has submitted a request to waive the fireworks display, carnival, and parade fees for the annual Fourth of July celebration. Historically these fees have been waived for this City event.

While the Clerk's office has the authority to issue the licenses, any fee adjustment must be approved by Council.

**RECOMMENDATION**

Council is requested to approve the waiver of the fireworks display, carnival, and parade license fees for the 2014 Fourth of July celebration.

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**Attachments**

**Fee Waiver Request**

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11155 Robinson Drive  
Coon Rapids MN 55433  
Tel 763-755-2880  
Fax 763-767-6491  
www.coonrapidsmn.gov



# COON RAPIDS Minnesota

TO: Coon Rapids City Council

FROM: John Piper, Fire Chief

A handwritten signature in black ink, appearing to be "JP" or "John Piper", is written next to the name "John Piper, Fire Chief".

SUBJECT: Carnival Fees

DATE: February 11, 2014

The Coon Rapids Fire Relief Association and the Coon Rapids North Star Lions will be hosting the annual Fourth of July celebration at Sand Creek Park July 3<sup>rd</sup> – 5<sup>th</sup>.

We respectfully request the City Council consider waiving the licensing fees for the carnival, fireworks display and parade. This celebration brings the community together and provides quality family entertainment.

Thank you for your consideration.





AI-1767

7.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Open Mic Report - Jerry Pierce, 12236 Partridge Street NW

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

Jerry Pierce, 12236 Partridge Street NW, appeared at the February 5, 2013 open mic session and expressed concerns regarding the non-domestic animal ordinance with regard to feeding ducks and the City's practice of addressing hoarding.

**DISCUSSION**

In September of 2010, the City adopted a revised non-domestic animal ordinance which included a provision that prohibits keeping, maintaining, harboring, or feeding non-domestic animals such as ducks. Mr. Pierce shared his opinion that the City should not prohibit feeding of ducks as it can be an enjoyment for people. The language to ban feeding of non-domestic animals is similar to many cities in the metro area and in urban areas around the country as feeding of non-domestic animals can result in attracting animals, disease and other nuisances. An exception to the ordinance does exist for the feeding of songbirds.

Mr. Pierce also suggested that the City stop addressing instances of hoarding and allow citizens to keep what ever items they wished. As part of the City's goal of having safe, stable, and engaged neighborhoods, staff occasionally encounter situations where a property owner has collected an unusually excessive amount of items, or maintains a home or parcel in such a manner that the property becomes unsafe or even unsanitary. Such situations often negatively impact neighborhoods, affect adjacent homeowners in attached living arrangements, or even impede first responders in medical emergencies. Staff works with a wide network of entities, including public safety officials, social service providers, and family members to assist homeowners in creating a safe environment for themselves and their neighbors.

**RECOMMENDATION**

No action is required.

cc: Jerry Pierce

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AI-1687

8.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Charter Amendment for Write-In Candidates for City Offices

**From:** Cathy Sorensen, City Clerk

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**INTRODUCTION**

The Charter Commission is recommending an amendment to the City Charter that would require all write-in candidates for a City office to file a written request to have their votes compiled.

**DISCUSSION**

Staff presented the proposed Charter amendment to the Charter Commission at their 2013 annual meeting. The Charter Commission unanimously recommended approval of the proposed amendment and Council is being asked to consider it at this time.

The proposed amendment would require all write-in candidates for City Council to file a written request with the City's filing officer to compile their write-in votes. A candidate who wants their write-in votes to be counted in the general election would have to file a written request with the City Clerk's office no later than seven days (7) before the General Election. All other write-in votes cast for City office candidates who have not filed a written request would be treated collectively as votes for a single candidate labeled "All Other Write-Ins".

Because Coon Rapids is a charter city, the City has the ability to insert this language into the Charter. This amendment would not only save time and frustration for election judges in compiling write-ins but will also decrease election costs by not incurring additional hours for election judges to tally the numerous write-in names that can occur on ballots, many of which can be frivolous and not true candidate write-ins.

This method of tabulating write-ins has been done on the federal, state and county levels for the several elections as well as in Blaine and Fridley and has proven to be beneficial.

The proposed language is included in bold and underline below:

1-404 Candidates.

(1) No more than 10 nor less than eight weeks before the date of the primary election as established in State law in even numbered years, a candidate for a City office shall file an affidavit with the City Clerk, or an application on behalf of any registered voter of the City whom they desire to be a candidate may be made and filed by not less than five voters thereof; provided that service of a copy of the application shall be made on such candidate and proof of service endorsed on the application before filing. In either case, the non-refundable filing fee shall be \$10.00. Such affidavit or application shall state that the candidate is a registered voter of the City of Coon Rapids, and name the office to be filled.[Revised 4/27/93, Ordinance 1451]

[Revised 1/3/95, Ordinance 1516][Revised 6/1/10, Ordinance 2037]

(2) Any candidate may withdraw no later than two days after the last day for filing of an application or petition by filing a notice of withdrawal with the City Clerk. [Revised 4/27/93, Ordinance 1451][Revised 4/19/05, Ordinance 1888]

**(3) A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the City Clerk no later than seven (7) days before the general election. All write-in votes cast for candidates who have not filed a written request to have their votes counted shall be treated collectively as votes for a single candidate labeled “All Other Write-Ins”.**

Seven affirmative votes are necessary to adopt an ordinance that amends the City Charter. Under Minn. Stat. 410.12, subd. 7, a public hearing is required in order to amend the City Charter. Notice of the public hearing was published on January 24, 2014, and January 31, 2014. The amendment would become effective 90 days after adoption and publication.

**RECOMMENDATION**

Staff is requesting that Council:

- a. Hold a public hearing to consider the proposed Charter amendment.
- b. Adopt the proposed ordinance amending City Charter Chapter 1-400 establishing registration of write-in candidates for City offices.

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**Attachments**

Ordinance

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**ORDINANCE NO.**

**AN ORDINANCE AMENDING CHAPTER 1-400  
NOMINATIONS AND ELECTIONS  
THEREBY AMENDING REVISED CITY CODE – 1982 SECTION 1-404 CANDIDATES**

**The City of Coon Rapids does ordain:**

Section 1. Revised City Code – 1982, Chapter 1-400 is hereby revised by amending

Section 1-404 as follows: (additions double underlined)

1-404 Candidates.

(1) No more than 10 nor less than eight weeks before the date of the primary election as established in State law in even numbered years, a candidate for a City office shall file an affidavit with the City Clerk, or an application on behalf of any registered voter of the City whom they desire to be a candidate may be made and filed by not less than five voters thereof; provided that service of a copy of the application shall be made on such candidate and proof of service endorsed on the application before filing. In either case, the non-refundable filing fee shall be \$10.00. Such affidavit or application shall state that the candidate is a registered voter of the City of Coon Rapids, and name the office to be filled.[Revised 4/27/93, Ordinance 1451]

[Revised 1/3/95, Ordinance 1516][Revised 6/1/10, Ordinance 2037]

(2) Any candidate may withdraw no later than two days after the last day for filing of an application or petition by filing a notice of withdrawal with the City Clerk. [Revised 4/27/93, Ordinance 1451][Revised 4/19/05, Ordinance 1888]

(3) A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the City Clerk no later than seven (7) days before the general election. All write-in votes cast for candidates who have not filed a written request to have their votes counted shall be treated collectively as votes for a single candidate labeled “All Other Write-Ins”.

Introduced this 21<sup>st</sup> day of January, 2014.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

---

Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1747

9.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Levy of Contested Misc. 2014 (1) Assessments

**From:** Heidi Cederstrand, Assessment Clerk II

**INTRODUCTION**

The recommendations of the Board of Adjustment and Appeals on contested miscellaneous special assessments are referred to the City Council for adoption.

**DISCUSSION**

The assessment hearing on miscellaneous assessments was held on January 21, 2014. Property owners objecting to their assessments were referred to the Board of Adjustment and Appeals for review at their meeting on February 6. After the Board of Adjustment and Appeals heard objections on February 6, 2014, the following recommendations have been made:

Case #	Address/PIN#	Assessment(s)	Board of Adj. Recommendation
14-01V	Douglas Tierney 11300 Palm Street NW 14-31-24-14-0019	Vacant Monitoring Fee-\$630	Reduced to \$330
14-02V	Jenifer Turner 9951 Palm Street NW 25-31-24-22-0054	Citation Fee-Mowing/Weed-\$330	Affirmed-\$330
14-03V	Lancelot Properties LLC (J. Stiles) 3054 116th Avenue NW 16-31-24-22-0026	Citation Fee-Expired Tabs-\$330 Citation Fee-Expired Tabs-\$630 Citation Fee-Expired Tabs-\$630	Rescind All-\$0
14-04V	Patricia Woodard 10824 Cottonwood Street NW 24-31-24-11-0041	Citation Fee-Removal & Disposal-\$330 Citation Fee-Expired Tabs-\$330 Citation Fee-Removal & Disposal-\$630 Citation Fee-Expired Tabs-\$630 Citation Fee-Removal & Disposal-\$630 Citation Fee-Expired Tabs-\$630	Rescind All-\$0
14-05V	Sarah Moenga 2841 113th Lane NW 16-31-24-24-0012	Citation Fee-Garbage Collection-\$630	Affirmed-\$630
14-06V	Sarah Moenga 11845 Jonquil Street NW 09-31-24-33-0043	Citation Fee-Mowing/Weed-\$180	Affirmed-\$180

<b>14-11V</b>	Creekside Estates-Shannon Morris 10312 Wintergreen Street NW	Citation Fee-Removal & Disposal-\$330	Affirmed-\$330
<b>14-07V</b>	10475 Xeon Street NW	Citation Fee-Removal Disposal-\$330	Affirmed-\$330
<b>14-09V</b>	10460 Vale Street NW 23-31-24-42-0003	Securing Vacant Property-\$288	Affirmed-\$288
<b>14-08V</b>	Creekside Estates-Shannon Morris 10255 Xeon Street NW	Citation Fee-Egress Window-\$330	Affirmed-\$330
<b>14-12V</b>	10220 Xeon Street NW	Citation Fee-Cap Gas Meter-\$630	Rescind-\$0
<b>14-10V</b>	10253 Yellow Street NW 23-31-24-43-0004	Citation Fee-Removal & Disposal-\$330	Affirmed-\$330
<b>14-13V</b>	Jill Larsen 11231 Wren Street NW 15-31-24-32-0022	Citation Fee-Expired Tabs-\$330 Citation Fee-Expired Tabs-\$630	Reduced to \$330
<b>14-14V</b>	Kyle Nordlund 2125 131st Lane NW 03-31-24-21-0053	Citation Fee-Removal & Disposal-\$330 Citation Fee-Removal & Disposal-\$630 Citation Fee-Removal & Disposal-\$1,230	Reduced to \$330

Please refer to previously distributed Board packets for appeal letters. The Board agenda for February 6 was sent to Council separately on January 30. If you need information concerning that agenda, please contact Cathy Sorensen. An assessment fee of \$30.00 has been included in the recommendation totals above. **An updated amount will be distributed on February 18 and the affected Resolutions will be completed at that time.**

### **RECOMMENDATION**

The Board of Adjustment and Appeals recommends that the Council adopt Resolution 14-31 adopting 2014(1) Miscellaneous Special Assessments (contested miscellaneous assessments-one year).

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### **Attachments**

Resolution 14-31

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## **RESOLUTION NO. 14-31**

### **RESOLUTION ADOPTING 2014 (1) CONTESTED MISCELLANEOUS ASSESSMENTS (ONE YEAR)**

**WHEREAS**, pursuant to property notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the nonpayment of invoices; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that

1. Such proposed assessment, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessments shall become payable in annual installments, commencing with the first Monday in January 2015, and shall bear interest at the rate of 1.40% per annum from the date of the adoption of this assessment resolution. To the installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2015. The total amount of the one-year assessment is \$

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Director of the Anoka County Records and Taxation Division (but no later than November 14, 2014), pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He/she may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued through the date of payment. However, such payment must be made no later than November 14 or interest will be charged through December 31 of the next succeeding year.

4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Coon Rapids City Council this 18th day of February 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1746

10.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Solicitor License Denial Appeal

**From:** Vincent Vu, Management  
Analyst/Deputy Clerk

---

**INTRODUCTION**

**THIS ITEM HAS BEEN RESCHEDULED TO THE MARCH 4, 2014, COUNCIL MEETING**

~~The office of the City Clerk, upon recommendation by the Police Department, has denied Mr. Einbinder's request for a solicitor license for the business of The Window Store Home Improvements located at 2924 Anthony Ln, St. Anthony, MN 55418. Mr. Einbinder is appealing staff's denial.~~

**DISCUSSION**

~~Mr. Einbinder had applied for a solicitor license on January 29, 2014. After forwarding the application to the Police Department, a criminal history check revealed an arrest for simple robbery as well as a guilty plea to a lesser charge of assault (see attached police report). Mr. Einbinder failed to list these offenses on his application. The Police Department recommended denial of the license for Mr. Einbinder on January 30, 2014 due to this omission, as well as the nature of the charges. A written notice informing Mr. Einbinder of his denial was sent to his home address on February 3, 2014.~~

~~City Code 5-1508 (4)(a) and 5-1508 (4)(d) allow for solicitor licenses to be denied based on the following factors:  
(a) The applicant, or anyone whose activity would be covered by the license, has been convicted of a felony or any crime involving moral turpitude within the 10 years preceding the date of the application  
(d) The applicant has provided false information on the application~~

~~Mr. Einbinder has previously received a solicitor license from the City of Coon Rapids (#13-161) valid for the time period March 19 – September 19. The arrest for simple robbery occurred during this time period in Minneapolis.~~

~~Mr. Einbinder submitted a written appeal to City Staff's decision on February 11, 2014 and is before Council to discuss the appeal.~~

**RECOMMENDATION**

~~It is requested that the City Council affirm the denial of the solicitor license to Joseph Einbinder for the business of The Window Store Home Improvements located at 2924 Anthony Ln, St. Anthony, MN 55418.~~

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**Attachments**

JEinbinder Police Report

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INCIDENT INFO

Agency Name: COON RAPIDS POLICE DEPT.		ORI #: MN0020500		JCF: <input type="checkbox"/>	Add'l Pages: <input type="checkbox"/>	 * 1 4 0 2 0 1 2 6 *	
Reporting Officer(s): K072 THOMTON, TERRY						Total Value Stolen (Property): \$0.00	
Date Reported: 01/30/2014 10:13 AM		Assigned: 0900		Arrived: 0900		Cleared: 1000	
Earliest Date/Time Occurred:		Latest Date/Time Occurred:		Total Value Damaged (Property): \$0.00		Total Value Recovered (Property): \$0.00	
Location of Offense/Incident: 11155 ROBINSON DR NW COON RAPIDS, MN 55433-						Apt.:	Grid: 33F - 33F - BUSN - CITY CENTER COMPLEX

OFFENSE(S)

MOC Code:	Classification:	Disposition:
09956	BACKGROUND/EMPLOYMENT/CCH CHECK	PENDING

NARRATIVE

THE COON RAPIDS CITY CLERKS OFFICE REQUESTED A BACKGROUND ON SOLICITOR LICENSE APPLICANT EINBINDER. THIS IS FOR THE COMPANY THE WINDOW STORE HOME IMPROVEMENTS INC.

CRIM HIST/NCIC, DVS AND C.R. IN HOUSE RECORDS CHECKED.

CRIMINAL HISTORY REVEALED AN ARREST FROM APRIL 07, 2013 FOR SIMPLE ROBBERY IN MINNEAPOLIS.

A CHECK OF MINNEAPOLIS RECORDS REVEALED EINBINDER PLEAD GUILTY TO A LESSOR CHARGE OF ASSAULT AND IS SCHEDULED FOR SENTENCING IN MARCH OF 2014.

BECAUSE EINBINDER WAS NOT FORTHCOMING ON HIS APPLICATION REGARDING THE ARREST, AND THE NATURE OF THE CHARGE I RECOMMEND NO LICENSE BE ISSUED TO EINBINDER.

**NAME CODES:** A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

NAME(S)

<input type="checkbox"/> Person <input checked="" type="checkbox"/> Business	A/J/U: M	Code: M	Name: THE WINDOW STORE		Alias:		
Address (Street, City, State, Zip): 2924 ANTHONY LN ST ANTHONY, MN 55418-				Apt.:	Date of Birth:	Sex:	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax:	
<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: M	Name: EINBINDER, JOSEPH CLARK		Alias:		
Address (Street, City, State, Zip):				Apt.:	Date of Birth:	Sex:	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax:	
<input type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U:	Code:	Name:		Alias:		
Address (Street, City, State, Zip):				Apt.:	Date of Birth:	Sex:	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax:	
Supervisor:				Extra Copy To:		Related Case Number:	

CASE



AI-1754

11.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Approve Riverview Park Improvement Plan and Consultant Services Agreement with WSB & Associates for Project 14-9

**Submitted For:** Steve Gatlin, City Manager

**From:** Cher Ridout, Admin Secretary II

---

**INTRODUCTION**

The final concept plan for Riverview Park has been completed. The plan has been presented to the public at an open house meeting and the Parks and Recreation Commission at a regular meeting. The Parks and Recreation Commission approved the plan, a copy of which is attached.

**DISCUSSION**

Staff and our consultant, WSB & Associates, Inc., presented the Riverview Park final concept plan to a recent neighborhood meeting. In general, the neighborhood supported the plan and suggested several minor modifications for consideration. Several of those modifications have been incorporated into the final plan.

The final concept plan has been presented to the Parks and Recreation Commission for their consideration. The Commission took action to formally approve the plan and recommended that it be forwarded to the City Council for approval. Once Council approves the plan and the consultant services agreement, final design can be initiated. The schedule would be to have the project designed February through April, bid in May, construction started in late May, and completed by late fall of 2014. Some minor landscape items would have to be carried over to 2015 for final completion.

WSB is the planning and landscaping architect firm that completed the City's Park Master Plan Update. They have submitted a proposal for planning and design services to complete final plans and specifications for the Riverview Park project. A copy of the proposal is attached. Services to be provided by WSB include final design and bidding services, and construction management during construction.

If the optional service for storm water management and reuse is included, the total estimated fee would be \$145,015.00. Staff believes the fee is reasonable for the level of service proposed by the consultant. Based upon the City's staff workload with our extensive street reconstruction program, and the specialty type of these services, we cannot provide this type of design or construction supervision in-house with our engineering staff.

**RECOMMENDATION**

Staff recommends Council take the following action:

- a. Approve the preliminary design concept plan for Riverview Park.
  - b. Approve the consultant services agreement with WSB & Associates, Inc. for Riverview Park design and bidding services and authorize execution of the agreement by appropriate City officials.
-

**BUDGET IMPACT:**

Funding for the design fee and construction will be part of the City's \$17.4M park bond. Bonds for the first phase of the project will finance reconstruction of Riverview Park and design fees from WSB.

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**Attachments**

Riverview Park Plan

WSB Proposal

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# RIVERVIEW PARK

## Master Plan

### MAIN SITE ACCESS

Main site access drive is aligned with Wren Street on the North side of 105th Avenue

### PARK MONUMENT

Park monument sign is placed along the main entry into the park

### TRAILS

Regional trail is aligned to match up to the trail crosswalk and aligned for a flowing entry into and through the park with additional park trail links provided for access to various park amenities

### SKATE PARK

Skate park is located along the main site access on the western edge of the site which provides good visibility while still allowing for some screening

### BASKETBALL 1/2 COURT

The basketball half court is placed along the western edge of the park in close proximity to the skate park to keep similar user group activities together

### DRAINAGEWAY

Existing drainageway will be modified / improved as needed to accommodate additional runoff from the parking areas  
NOTE: drainageway shown is for graphic purposes only with the design to be determined in the future

### T-BALL FIELDS

T-ball fields with 120' foul line are located in large green space in close proximity to the other ballfields to keep them grouped together

105th Avenue

### SITE ACCESS

Secondary site access drive is over the top of the existing site access drive - focus entering the site from this access is on the picnic shelter

### VEGETATION / BUFFERS

Increased landscaping that is phased in over time will soften the paved surfaces, provide shade, buffer adjacent residential areas, and make the park more aesthetic

### TENNIS COURT

Tennis court is placed in the green space on eastern edge of the site

### UPPER PARKING

The upper parking lot contains approximately 80 stalls and would remain open year-round.

### PLAYGROUND

Playground area contains separated play areas with exterior walkway. A 16' x 16' picnic shelter is located adjacent to the playground and ornamental fencing extends between the playground and parking area. Safety ballfield netting may be needed by the ballfield.

### SMALL PICNIC SHELTER

### MULTI-PURPOSE BUILDING

Main park building containing warming house, restrooms, & storage

### LOWER PARKING

The lower parking lot contains approximately 133 stalls with drop off area and would be closed off during winter to allow for a portable hockey rink and general skating area to be placed over the pavement

### TRAILS

Regional trail access on the residential side is modified to be centered in easement with landscaping and other possible measures (ie: bollards, gate, etc.) as needed to ensure unauthorized vehicles do not enter the park in this location







*engineering • planning • environmental • construction*

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

February 11, 2014

Mr. Tim Himmer  
Public Works Director  
City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433-3761

Re: Estimate of Professional Services Fee  
Riverview Park Site Improvements - Design through Bidding Services  
City of Coon Rapids, MN

Dear Mr. Himmer:

WSB & Associates is pleased to present this proposal for professional services related to the Riverview Park Site Improvement Project. The scope of services presented in this proposal are based on discussions with the City of Coon Rapids, past site master planning of the site completed by WSB, and our familiarity with the project area. WSB will coordinate with all of their subconsultants and complete all work in accordance with the master services contract for City Engineering Services between WSB and the City of Coon Rapids. For reference we have attached the following subconsultant proposals:

- Main Line Consulting's proposal for irrigation design
- Oertel Architects proposal for building architecture

### **PROJECT UNDERSTANDING:**

Riverview Park will be renovated as per the master plan completed in 2012 (site plan attached) with minor modifications. The site is owned by the City of Coon Rapids. Design will be performed in the spring and summer of 2014 with the desire to bid and begin construction in the fall of 2014. Note: historically bidding in summer has resulted in inflated bid prices.

### **BASE SCOPE OF SERVICES**

WSB will provide final design and bidding services for this project based on the approved site plan attached. The extent of implementation within this phase will be based on the project development budget of \$1.4 million. In order to complete the project, we propose the following scope of services which outlines our tasks and deliverables:

#### **A. SCOPE OF SERVICES "A" – FINAL DESIGN AND BIDDING:**

St. Cloud • Minneapolis • St. Paul  
Equal Opportunity Employer  
wsbeng.com

*K:\Personal\Jason Amberg\Proposals\Coon Rapids Riverview\Coon Rapids - Riverview Park - WSB proposal.docx*

1. **Project Focus Meeting:** The general purpose of the focus meeting is to confirm key individuals, vendor contact, staff members, etc. who will be involved in the project or have information that will affect the project, and general review and discussion about the issues and concerns related to this project.
2. **Design Development:** Shall include the preparation of written text, plans, photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail for the OWNER to grasp the appearance and function of the improvements.
  - a. This includes review and use of appropriate design standards for listed facilities and preparation of design development drawings. The drawings include basic site layout, landscaping, grading, removals plans, site utility plans, site lighting plans, etc. and details as required. Outline specifications, including general and technical sections, will be prepared. The bid form outline will be prepared and used to estimate construction costs.
  - b. Coordination with City's selected play equipment and skate park equipment vendors regarding incorporating their products into the unique spaces we will design
  - c. An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the OWNER shall determine which of the improvements shall be included in the final phase of design, (Construction Documents).
3. Once the design options are fully explored and selected through paragraph A2 above, WSB will prepare final Construction Documents for the improvements as approved by the OWNER for inclusion in this project. These documents shall include plans, details, and specifications in sufficient detail for the OWNER to pursue competitive bids for the construction of the improvements. Specific scope of work for this task will include:
  - a. Construction Plans including:
    - i. Title Sheet
    - ii. Site Removals Plan
    - iii. Site Layout Plan
    - iv. Site Grading Plan
      - Erosion control and site SWPPP plans as necessary
      - Temporary sedimentation basins as necessary
      - Onsite soils are assumed to be free of hazardous materials.
      - Spot elevations for key finished grade elements
      - ADA grading design of trails, sidewalks, and other site facilities as appropriate for this phase of the project.
    - v. Pavement Designs and Typical Details
    - vi. Storm Sewer and Drainage Plans and details: Analysis and design of the stormwater drainage and conveyance system consistent with storm water management requirements.
      - Task 1: We will create an existing conditions hydrologic and hydraulic model and prepare calculations of pollutant loading. Based on the new and reconstructed impervious area proposed, we will calculate the capacity of site best management practices to maintain existing runoff volume, phosphorus and TSS

loadings. These BMPs might include a small-scale stormwater reuse component to irrigate fields if such a practice makes economic sense. These BMPs will be incorporated into the preliminary design.

- Task 2: Based on the final design of parking areas, fields and supporting facilities as well as staff comments we will finalize our BMP design and prepare a post-project hydrologic and hydraulic model as well as post-project pollutant loading calculations to show that the site stormwater system meets the requirements of the Construction and MS4 stormwater permits as well as those of the Coon Creek Watershed District. We will also submit a Watershed District permit for the project.

vii. Miscellaneous Site Construction Details

viii. Selection of specific products for site amenities such as:

- Tables
- Benches
- Shelter structures
- Bike racks
- Trash receptacles

b. Prepare Technical Specifications

c. Prepare Final Cost Estimate

d. Design package will exclude the following items, which will be handled directly by City staff through a quoting process with vendors / suppliers.

- i. Portable hockey board system
- ii. Play equipment
- iii. Skate park equipment

**4. Permits:**

- a. Completion and submittal of the NPDES Phase II stormwater permit at 90% plan completion. Assumes erosion control plan, SWPPP, and required erosion and sediment control details.
- b. Plumbing review
- c. Completion and submittal of City of Coon Rapids grading permit (application fee not included) prior to start of construction.
- d. Note: permit fees will be considered reimbursable expenses billed in addition to fees.

**5. Bidding Assistance –** It is understood that the project will be bid as one single package (excluding the portable hockey board system, play equipment, and skate park equipment, which are understood to be quoted out as separate project(s) by CITY staff). WSB will provide services for bidding assistance associated with the project including the following:

- a. Advertisement for bids
- b. Coordinate online plan set availability to Contractors
- c. Receive questions from Prospective Bidders and provide responses

- d. Issue addenda as necessary
- e. Attend the bid opening
- f. Prepare tabulation of bids
- g. Prepare letter of recommendation for contract award

**6. Deliverables:**

- a. One complete paper and digital set of design development materials, construction drawings, specifications and final estimate of probable construction costs at 50% completion, 95% completion, and 100% final completion.
- b. Addenda during bidding
- c. Bid tabulation
- d. Letter of recommendation to award contract

**7. Anticipated Meetings to be held in Coon Rapids :**

- a. 2 intermediate progress working meetings with staff
- b. 2 Construction Document review meetings (50% and 95%)
- c. 2 City Council meetings (authorization to bid, recommendation to award)

**B. OPTIONAL TASK: ASSESS REGIONAL STORMWATER REUSE SYSTEM**

- 1. We will assess the potential to divert stormwater from Riverview Creek and store it for irrigation. The viability of this concept depends on factors that we will investigate including:
  - a. Legal restrictions to this appropriation due to special status or other agreements concerning Riverview Creek.
  - b. Frequency of flow – streams in highly permeable soils do not have consistent flow and this may affect the cost effectiveness of reusing creek water for irrigation.
  - c. Ability and feasibility of fitting storage ponds into the park development area.
  - d. Cost benefit ratio. Small irrigatable areas have high costs per unit of pollutant removed or gallon of water reused.
- 2. Deliverable: Technical memo on the cost, technical, and legal feasibility of a regional water reuse project.
- 3. NOTE: If this assessment results in a decision to proceed with a regional reuse project, additional compensation will be necessary to incorporate this into the final design.

**C. ADDITIONAL SERVICES**

- 1. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB & Associates' general services contract with the City of Coon Rapids.

**D. CONDITIONS AND EXCLUSIONS**



1. We will provide all of the professional design services, required to complete the plans and specifications as required for bidding the improvements for this project except the following:
  - a. Hazardous waste engineering
  - b. Archeological services
  - c. Ecological design services
  - d. Site electrical & lighting design
  - e. Geotechnical Investigation and recommendationsWSB can add these items to our scope at additional fee if they become required.
2. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB & Associates' general services contract with the City of Coon Rapids.
3. City of Coon Rapids may terminate project with written notice, but shall be responsible for fees incurred to date.

**E. PROJECT MANAGEMENT:**

1. Candace Amberg, Sr. Landscape Architect, will act as the main project manager (day to day consultant contact) for this project. General oversight and input will be provided by Jason Amberg.

**F. PROPOSED FEE:**

1. **ITEM 'A' – FINAL DESIGN AND BIDDING:** WSB & Associates and their identified team of subconsultants will provide the services as outlined in Scope of Services Paragraph "A" above for an estimated hourly fee of \$140,989.00.
2. **ITEM 'B' – OPTIONAL TASK: ASSESS REGIONAL STORMWATER REUSE SYSTEM:** WSB & Associates will provide the services as outlined in Scope of Services Paragraph "B" above for an estimated hourly fee of \$4,026.00.

The proposed scope and fee presented herein represents our complete understanding of the project based on available information. If you have any questions or need additional information, please feel free to contact me at (763) 231-4841. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

*WSB & Associates, Inc.*



Jason L. Amberg, RLA  
Sr. Landscape Architect / Project Manager

Attachments:

- Main Line Consulting's proposal for irrigation design
- Oertel Architects proposal for building architecture
- Riverview Park Site Plan

**ACCEPTED BY:**  
**City of Coon Rapids, MN**

By \_\_\_\_\_

Date \_\_\_\_\_



**Scope of Services Fee Estimate  
Riverview Park Site Improvements**

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

Item	Base Services: Final Design and Bidding	Personnel						Subconsultant Fee & Expense	Est. Fee
		Principal \$138	Proj. Mgr. / Sr. Land. Arch \$118	Sr. Land. Arch / Technical Support \$93	Engineering \$117	Design Support \$83	Design Tech \$86	Clerical \$71	
		<b>Budgeted Hours</b>							
1	Project management	15	40			5			\$ 7,205.00
2	Planning updates and graphics		5	10		10			\$ 2,350.00
3	Design Team Review meetings / coordination		40	60					\$ 10,300.00
4	Design Development drawings / product research & recommendations		30	65	10	40			\$ 14,075.00
5	Construction Document review meetings		20	30	8				\$ 6,086.00
6	Plan and detail drawings	10	60	80	35	100			\$ 28,295.00
7	Erosion Control & SWPPP			15	8				\$ 2,331.00
8	Stormwater analysis and design	4			15	12			\$ 3,303.00
9	Permits			25	12				\$ 3,729.00
10	Specifications		25	40	15	15		10	\$ 10,380.00
11	Estimates		10	20	15	5			\$ 5,210.00
12	Bidding Services		5	25	5	5		10	\$ 4,625.00
13	Subconsultant Fee: Irrigation Design-Bidding Services								\$ 7,250.00
14	Subconsultant Fee: Architectural Design-Bidding Services (multi-purpose bldg)								\$ 35,850.00
	<b>Estimated Fee</b>	\$ 4,002.00	\$ 27,730.00	\$ 34,410.00	\$ 14,391.00	\$ 15,936.00	\$ -	\$ 1,420.00	\$ 140,989.00

Avg. Hourly Rate:

Item	Optional Task:	Budgeted Hours						Est. Fee
1	Assess Regional Stormwater Reuse System	5			20	12		\$ 4,026.00
	<b>Estimated Fee</b>	\$ 690.00	\$ -	\$ -	\$ 2,340.00	\$ 996.00	\$ -	\$ 4,026.00

**Estimated Total (if Optional Task is included) \$145,015.00**



Wednesday, January 29, 2014

To: WSB  
Jason Amberg  
701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416

Re: Riverview Park  
Coon Rapids, MN

After review of supplied pdf drawing(s) and as per our discussion regarding this project please find below the estimate of our fees for the project listed above. These numbers are estimates only and actual costs, depending on individual job requirements, changes to scope, site, etc. could vary. Revisions to plan, after submittal as complete, will be billed on an hourly basis.

A. **Irrigation Design for:** **T-Ball Fields (2)**  
**Open Turf Areas along pathways and around parking areas**  
**Possible Landscape Areas around buildings**  
**Does NOT include Existing Fields (3)**

1. Water Source
  - Municipal Water Source (POC)
  - POC Analysis (Pressure/Volume)
  - Water Window Analysis & source sizing
2. Control System
  - Water Management & Control
  - Decoder Control
  - Future considerations
  - Valve & Zone Layout
3. Irrigated Areas (as noted above)
  - Irrigation Equipment
  - Landscape Areas (as noted above)
  - Piping
  - Controls
4. Installation Details
5. Specifications
6. Project Construction Budget

Design:	<b>\$6,750.00</b>
Bidding & Submittal Review:	<b>\$500.00</b>
Site Visits – Pre-Construction, Staking, Mid-Construction & Final Walk-thru with Punch List:	<b><u>\$2,000.00</u></b>
TOTAL:	<b><u>\$9,250.00</u></b>

- Plans and details will be submitted in an AutoCAD 2011 format.
- Specifications will be in a Microsoft Word format or required format if different.
- MLC is assuming the existing well, point of connection, is suitable for irrigation purposes however testing of quality, prior to use, is strongly recommended. MLC is not responsible for testing of water quality.
- Main Line Consulting, Inc. will maintain liability insurance through the life of the project
- Additional Site visits and other services requested will be billed at \$125.00/hr., plus expenses.
- Project will be billed monthly based on percentage complete. Terms are net due 30 days from invoice date – no further work/revisions will be done on projects that are not current.

Sincerely,

Jim Ruzicka  
President



DATE:  
February 6, 2014

TO:  
Jason Amberg, WSB Engineers

FROM:  
Andrew Cooper, Project  
Architect, Oertel Architects

RE:  
Coon Rapids Riverview Park  
Building

Mr. Jason Amberg-

Oertel Architects would like to thank you for your request to provide a fee for design services and is pleased to present to you a complete professional services fee for the design and bidding phases of the park shelter building at Riverview Park in Coon Rapids, Minnesota.

We have based our fee roughly on the concept site plan and photo examples of the structure at Thorpe Park in Coon Rapids, our preliminary discussions and the following assumptions:

- The building is generally a wood framed super structure with frost footings, a masonry exterior finish and shingled roof.
- The building is fully insulated for year round use, and includes heating, cooling and plumbing for the year round use of the facility.
- Restrooms, drinking fountains and other plumbing fixtures are to be provided as required by all applicable building codes.
- A mechanical and electrical space will be provided to serve the occupied space, sized appropriately based on facility need.
- A general storage space will be required.
- A general purpose, open area, is the primary function of the facility, which would be used for various purposes as a community space / gathering space / park shelter or warming house.
- An initial building construction budget has been identified at about \$300,000.

Our Fee includes the following professional services, provided by the following consulting engineers. The team we have assembled here has worked together on numerous projects together on projects of similar sizes and scopes:

Complete Architectural and  
Interior Design:  
Structural Engineering:  
Mechanical Engineering:  
Electrical Engineering

Oertel Architects  
Darg, Bolgrean and Menk  
Albertson Engineering, Inc.  
Paulson and Clark Engineering

**Exclusions:**

- We will provide all design services required to provide a complete set of drawings up through the bidding phase. **Construction administration is not included in this fee.**



- We will submit appropriate drawings for state plumbing review and SAC/WAC if applicable; **however fees for those reviews will be the responsibility of the owner.**

- Permit applications and permit reviews are by the contractor responsible for the construction of the project.

- This proposal includes up to two (2) design meetings during the course of the project. Additional meetings needed would be billed on an hourly basis, plus reimbursable expenses in addition to the fee provided in this proposal

- There may be additional exclusions noted for the other engineering disciplines, as noted on the attached fee spread sheet.

- This proposal excludes any site civil consulting, landscape architecture / site design or other land / site improvements and understands that work is being provided by others.

**Fee:**

Our complete fee for the work noted above is **\$35,100.00**

**Reimbursable Expenses:**

Please **add \$750.00** to be billed as needed for reimbursable expenses such as mileage, plots, deliveries or mailings.

If you have any questions regarding this fee, need more detail or require more information, please do not hesitate to contact me for any additional needs.

Again, thank you very much for this opportunity to offer our professional expertise for this project. We look forward to working with you and the City of Coon Rapids.

Thank you.

Andrew Cooper  
Oertel Architects

## City of Coon Rapids, MN

### Riverview Park Shelter

#### Architectural

##### Task / Description / Scope

Initial Design  
Design Development  
Construction Documents  
Project Specifications  
(2) Two Design Meetings (Any Phase)  
Bidding

Sub Total      **\$19,000.00**

##### Exclusions:

Construction and Contract Administration

##### Hourly Rate

Principal	\$135.00
Senior Project Architect	\$110.00
Project Architect	\$95.00
CAD Technician	\$65.00

#### Structural

##### Task / Description / Scope

Normal Shear walls, wood framed building with  
masonry walls  
Foundation Plans  
Roof Framing Plans  
Structural Details and Notes

Sub Total      **\$3,500.00**

##### Exclusions:

Moment frame design  
Construction and Contract Administration

##### Hourly Rate

Principal	\$140.00
Senior Staff Engineer	\$115.00
CAD Technician	\$75.00

**Mechanical**

## Task / Description / Scope

HVAC Drawings  
HVAC Specifications  
Plumbing and Gas Piping Drawings  
Plumbing and Gas Piping Specifications  
Two Design Meetings  
Bidding Phase

Sub Total      **\$7,200.00**

## Exclusions:

Water / sewer utility work outside 5' of building

Construction and Contract Administration  
Fire Protection  
Landscape Irrigation  
Sewage or Storm pumps or basins  
Propane storage  
Owner Start up or Commissioning

## Hourly Rate

Principal Engineer      \$125.00

**Electrical**

## Task / Description / Scope

Building Lighting and Power Plans  
Security, Voice and Data Rough-in ONLY  
Electrical Details and Diagrams  
Electrical fixture schedules  
Project Specifications  
Two Design Meetings  
Bidding Phase

Sub Total      **\$5,400.00**

## Exclusions:

Site Lighting  
Security, Voice and Data  
Generator

## Hourly Rate

Principal Engineer      \$120.00

Project Sub Total      **\$35,100.00**

Reimbursables      **\$750.00**

**TOTAL PROJECT FEE      \$35,850.00**





AI-1762

12.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Consider Resolution 14-34 Exempting the City of Coon Rapids from the Mississippi River Critical Corridor Area Rules

**From:** Marc Nevinski, Community Development Director

---

**INTRODUCTION**

Council is asked to consider the Resolution 14-34 Exempting the City of Coon Rapids from the Mississippi River Critical Corridor Area (MRCCA) rules.

**DISCUSSION**

Anoka County recently adopted a resolution requesting the Legislature exempt the lands in Anoka County from the MRCCA rule-making process. The County asked affected cities to consider adopting a similar resolution. In a workshop on February 5th, the City Council discussed the proposed resolution drafted by the County. The Council concluded it wished to adopt a similar resolution, but there were questions as to the exact intent of the County's resolution. Specifically, was the request to be exempted from the rules, the rule-making process, or the MRCCA entirely?

Staff contacted Kathy Tingelstad, Anoka County Governmental Relations Director. Ms. Tingelstad indicated the goal of the resolution to be that once the MRCCA rules are in place, Anoka County communities would be exempted (via legislation) as of the effective date of the rules. Cities would then adopt their own ordinances to be applied to the MRCCA. She further indicated that because the rule-making process was legislated and already underway, the request is not for the County or its communities to be exempted from the process, or to be removed from the MRCCA.

With this understanding, Staff has modified the resolution to reflect exemption from the rules, and not from the "MRCCA rulemaking process". Several other modifications have been made as well to clarify details, provide further reasoning for the resolution, and stress the importance of local control.

**RECOMMENDATION**

Staff recommends Council adopt Resolution No. 14-34 Exempting the City of Coon Rapids from the Mississippi River Critical Corridor Area Rules.

---

**Attachments**

Resolution 14-34

Changes to County Resolution

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**RESOLUTION NO. 14-34**

**RESOLUTION SUPPORTING  
EXEMPTION OF THE CITY OF COON RAPIDS FROM THE  
MISSISSIPPI RIVER CORRIDOR CRITICAL AREA (MRCCA) RULES**

**WHEREAS**, the Mississippi River Critical Corridor Area, as a 72-mile section of the Mississippi River extending from Dayton and Ramsey to the confluence with the St. Croix River in Hastings, has been identified as a critical area since 1976 by State Executive Order; and

**WHEREAS**, the City supports the recognition of the unique urban character of the Mississippi River along the defined critical corridor and recognizes the important natural resource and the multi-purpose nature of the river; and

**WHEREAS**, the residents respect the insight and knowledge of local units of government that have established an effective regulatory framework for protecting shoreland and implementing site-sensitive development along the river; and,

**WHEREAS**, the City has implemented local zoning ordinances, conditions and municipal plans and policies which protect and enhance the natural land and scenic quality of the river; and,

**WHEREAS**, the City discourages the inclusion of State policies that hamper economic development and redevelopment along the river within the context of existing ordinances, conditions and municipal plans and policies; and

**WHEREAS**, there are 142 private residential shoreland properties located along the Mississippi River in the City; and

**WHEREAS**, in 2013, the Minnesota Legislature directed the Minnesota Department of Natural Resources to establish rules for the Mississippi River Corridor Critical Area; and

**WHEREAS**, the City has determined that the proposed MRCCA Rules, as drafted in 2011, have the potential to negatively impact public and private uses of the river within the MRCCA and detract from local control and decision making; and

**WHEREAS**, as of the date of this resolution, new draft rules have not yet been proposed or published for review or comment; and

**WHEREAS**, Anoka County has commented that the 2011 draft MRCCA Rules have the potential to reduce local land use and zoning control, and to compromise the public benefit of outdoor recreation facilities and services, which will have a negative impact on all property owners along the Mississippi River.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that it hereby requests that the State Legislature adopt legislation exempting lands within the MRCCA boundary in the City of Coon Rapids from the MRCCA Rules.

Adopted this 18<sup>th</sup> day of February, 2014.

---

Tim Howe, Mayor

ATTEST:

---

Catherine M. Sorensen, City Clerk

**RESOLUTION NO. 14-34**

**RESOLUTION SUPPORTING  
EXEMPTION OF THE CITY OF COON RAPIDS FROM THE  
MISSISSIPPI RIVER CORRIDOR CRITICAL AREA (MRCCA)  
~~RULEMAKING PROCESS~~ RULES**

**WHEREAS**, the Mississippi River Critical Corridor Area, as a 72-mile section of the Mississippi River extending from Dayton and Ramsey to the confluence with the St. Croix River in Hastings, has been identified as a critical area since 1976 by State Executive Order; and

**WHEREAS**, the City supports the recognition of the unique urban character of the Mississippi River along the defined critical corridor and recognizes the important natural resource and the multi-purpose nature of the river; and

**WHEREAS**, the residents respect the insight and knowledge of local units of government that have established an effective regulatory framework for protecting shoreland and implementing site-sensitive development along the river; and,

**WHEREAS**, the City ~~supports the existence of~~ has implemented local zoning ordinances, conditions and municipal plans and policies which protect and enhance the natural land and scenic quality of the river; and,

**WHEREAS**, the City discourages the inclusion of State policies that hamper economic development and redevelopment along the river within the context of existing ordinances, conditions and municipal plans and policies; and

**WHEREAS**, there are 142 private residential shoreland properties located along the Mississippi River in the City; and

**WHEREAS**, in 2013, the Minnesota Legislature directed the Minnesota Department of Natural Resources to establish rules for the Mississippi River Corridor Critical Area; and

**WHEREAS**, the City has determined that the ~~draft proposed~~ MRCCA Rules, as drafted in 2011, have the potential to negatively impact public and private uses of the river within the MRCCA and detract from local control and decision making; and

**WHEREAS**, as of the date of this resolution, new draft rules have not yet been proposed or published for review or comment; and

**WHEREAS**, Anoka County has commented that the ~~proposed 2011~~ draft MRCCA Rules have the potential to reduce local land use and zoning control, and to compromise the public benefit of outdoor recreation facilities and services, which will have a negative impact on all property owners along the Mississippi River.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that it hereby requests that the State Legislature adopt legislation exempting lands within the MRCCA boundary in the City of Coon Rapids from the MRCCA Rules. ~~rulemaking process.~~

Adopted this 18<sup>th</sup> day of February, 2014.

\_\_\_\_\_  
Tim Howe, Mayor

ATTEST:

\_\_\_\_\_  
Catherine M. Sorensen, City Clerk



AI-1752

13.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Accept Feasibility and Order Public Hearing and Assessment Hearing, Residential Street Reconstruction, Project 14-1

**Submitted For:** Kevin Kawlewski, City Engineer

**From:** Cher Ridout, Admin Secretary II

---

**INTRODUCTION**

The City Engineering Division is recommending the reconstruction of approximately 2.3 miles of residential streets in an area generally lying east of Blackfoot Street between 119<sup>th</sup> Avenue NW and 121<sup>st</sup> Avenue NW plus streets in the area adjacent to Hanson Boulevard between 113<sup>th</sup> Avenue NW and Robinson Drive. Staff has prepared a feasibility report for the proposed improvements. Council is being requested to accept the report and to order the public improvement hearing and the assessment hearing for the project, with both hearings to be held on March 18, 2014.

**DISCUSSION**

Council ordered the preparation of a feasibility report for the proposed project on November 19, 2013. Streets included in the scope of the report are as follows:

1. Cree Street NW from 121<sup>st</sup> Avenue NW to 119<sup>th</sup> Avenue NW
2. Eldorado Street between 119<sup>th</sup> Avenue NW and 120<sup>th</sup> Avenue NW
3. 120<sup>th</sup> Avenue NW from 9<sup>th</sup> Avenue NW to Cree Street NW
4. 119<sup>th</sup> Lane NW from 9<sup>th</sup> Avenue NW to Cree Street NW
5. 119<sup>th</sup> Avenue NW from 9<sup>th</sup> Avenue NW to Blackfoot Street
6. 115<sup>th</sup> Avenue NW from Raven Street NW to Martin Street NW
7. 114<sup>th</sup> Avenue NW from Martin Street NW to Robinson Drive
8. 113<sup>th</sup> Lane from Martin Street NW to Robinson Drive
9. Martin Street NW from 113<sup>th</sup> Avenue NW to the cul-de-sac
10. Ibis Street NW from 113<sup>th</sup> Avenue NW to the cul-de-sac

Proposed improvements include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain replacement on 115<sup>th</sup> Avenue along with other repairs or replacements as necessary, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,667.00 for single family residential property, \$20.83 per front foot for multi-family residential property, and \$41.65 per front foot for commercial property. The project as proposed includes 87 single family properties, 128 multi-family properties, 10 commercial properties and Lincoln Elementary School.

The legal descriptions for the area of benefit are:

- Lots 2-17, Block 2; Lots 5-26, Block 3; Lots 1-4, Block 4 of Brock Addition Plat 3
- Lots 1-10, Block 1; Lots 1-15, Block 2; Lots 1-10, Block 3 of Brock Addition Plat 4
- Lots 1-8, Block 2; Lots 13-20, Block 2; Lots 1-9, Block 1 of Cardinal Heights Plat 8
- Lots 1-2, Block 1 of Village Ten Development 3<sup>rd</sup> Addition

- Lots 1-3, Block 1 of Kerry Court Addition
- Lot 1, Block 2 of Phillips 1<sup>st</sup> Addition
- Lots 1-36, Block 1; Lots 1-24, Block 2; Lots 1-6, Block 3; Lots 1-2, Block 4 of Forest Oaks Addition
- Lot 1, Block 1 of Harmon Oaks
- Lots 1-5, Block 1; Lots 1-8, Block 2; Lots 1-8, Block 3 of Green Gables
- Lot 1, Block 1 of Hanson Station Lofts
- Lots 1-6, Block 1; Lots 1-6, Block 2; Lots 1-6, Block 3; Lots 1-6, Block 4; Lots 1-6, Block 5; Lots 1-6, Block 6 of Forest Oaks Townhomes 2<sup>nd</sup> Addition
- Lots 1-6, Block 1; Lots 1-6, Block 2 of Forest Oaks Townhomes
- Lot 1, Block 1 of Little Ireland 2<sup>nd</sup> Addition

- PIN 07-31-24-44-0020
- PIN 07-31-24-44-0025
- PIN 07-31-24-44-0032
- PIN 08-31-24-32-0071
- PIN 15-31-24-12-0019
- PIN 15-31-24-13-0003
- PIN 15-31-24-13-0099
- PIN 15-31-24-14-0085

Approximately 250 properties were notified of the pending project in December, 2013. A neighborhood meeting was held on February 11, 2014 with approximately 10 people in attendance. General comments from residents in attendance were in support of the project.

The total estimated project cost is \$1,934,850.00. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and it is cost-effective.

### **RECOMMENDATION**

It is recommended that Council adopt the following resolutions (a 4/5 vote is needed for approval):

- Adopt Resolution No. 14-1(4) accepting feasibility report and ordering public hearing on improvement.
- Adopt Resolution No. 14-1(10) declaring the cost to be assessed and ordering preparation of a proposed assessment roll.
- Adopt Resolution No. 14-1(11) setting the assessment hearing date for March 18, 2014.

---

### **BUDGET IMPACT:**

Total estimated cost of the proposed improvement is \$1,934,850.00 with a total amount assessed of \$444,220.00. The balance of the project cost would be recovered from various funds:

- \$740,040 from the Street Reconstruction Fund (797) resulting in annual tax levy of approximately \$180,000 to repay bonds over a five year period beginning in 2015.
- \$65,000 from the Sidewalk Construction Fund (795)
- \$68,050 from the Storm Water Drainage Fund (740) recovered through storm drainage charges.
- \$617,540 from the Water System Maintenance Fund (601) recovered through charges for water used.

---

### **Attachments**

14-1 Feasibility Report

Resolution No. 14-1(4)

Resolution No. 14-1(10)

Resolution No. 14-1(11)

---

# Feasibility Report

## PROJECT 14-1

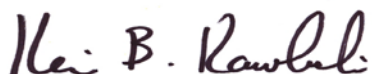
### Street Reconstruction

Area east of Blackfoot Street between 119<sup>th</sup>  
Avenue NW and 121<sup>st</sup> Avenue NW  
Plus

Area adjacent to Hanson Boulevard between  
113<sup>th</sup> Avenue NW and Robinson Drive

February 18, 2014

*I hereby certify that this report was prepared  
by me or under my direct supervision and that  
I am a duly Licensed Professional Engineer  
under the laws of the State of Minnesota.*



Kevin B. Kawlewski, PE, City Engineer  
License No. 25496 Date: 2/18/14



Prepared By:  
CITY OF COON RAPIDS  
ENGINEERING  
DIVISION

## **PROJECT HISTORY**

In 1994, the City began a street reconstruction program to replace aging street infrastructure. Since that time, more than 76 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

In the fall of 2012, City staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 33 miles of City streets in poor condition. Streets that were identified for improvement as part of the 2014 Street Improvement project were also reviewed to verify the final street reconstruction program for this year. The overall program was re-evaluated to analyze costs associated with higher levels of utility improvements. Based on discussions with the City Council, the overall program was developed and presented for approval. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on November 19, 2013. This feasibility report is for reconstruction of residential streets in an area generally lying east of Blackfoot Street between 119<sup>th</sup> Avenue NW and 121<sup>st</sup> Avenue NW in addition to streets adjacent to Hanson Boulevard between 113<sup>th</sup> Avenue NW and Robinson Drive. This project area includes the reconstruction of approximately 2.3 miles of residential streets.

## **PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS**

The overall project area is illustrated on **Figure 1**. Streets proposed for reconstruction included in the scope of this report are as follows:

1. Cree Street NW from 121<sup>st</sup> Avenue NW to 119<sup>th</sup> Avenue NW
2. El Dorado Street between 119<sup>th</sup> Avenue and 120<sup>th</sup> Avenue NW
3. 120<sup>th</sup> Avenue NW from 9<sup>th</sup> Avenue NW to Cree Street NW
4. 119<sup>th</sup> Lane NW from 9<sup>th</sup> Avenue NW to Cree Street NW
5. 119<sup>th</sup> Avenue NW from 9<sup>th</sup> Avenue NW to Blackfoot Street
6. 115<sup>th</sup> Avenue from Raven Street NW to Martin Street NW
7. 114<sup>th</sup> Avenue NW from Martin Street to the cul-de-sac
8. 113<sup>th</sup> Lane from Martin St NW to Robinson Drive
9. Martin Street NW from 113<sup>th</sup> Avenue NW to Robinson Drive
10. Jay Street from 113<sup>th</sup> Lane NW to the cul-de-sac
11. Ibis Street NW from 113<sup>th</sup> Avenue NW to the cul-de-sac

Land uses within the project area include the following:

- Single family residential (87 parcels)
- Duplex and multi-unit townhomes (128 parcels)
- Lincoln Elementary School
- Commercial (10 parcels)

Residential streets in the areas proposed for reconstruction as previously described were originally constructed between 1977 and 1980, so they are 34 to 47 years old. Because of their age, these streets have experienced excessive fatigue cracking and are to the point where routine maintenance

(crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter has cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

The existing water distribution system in the project area consists primarily of 6-inch and 8-inch ductile iron pipe. The exception is the existing watermain on 115<sup>th</sup> Avenue, which is 14-inch cast iron pipe (CIP) constructed in the 1960's. With the exception of 115<sup>th</sup> Avenue, the watermain in the remaining areas of the project was originally constructed at the same time as the streets between 1977 and 1980. The DIP ages range from roughly 34 to 37 years and still has many years before it will need to be replaced completely. There is a concern with the age of the CIP (nearly 60 years old) as it tends to become brittle with age and has a substantially higher risk of failure as it ages.

The existing hydrants on the project have lead caps within the hydrant assembly which are not allowed under current drinking water standards. In addition, the nuts and bolts used during the initial construction are not stainless steel in accordance with current City standards and run a high risk of corrosion and ultimate failure which can increase the risk of a leak forming in these areas.

The sanitary sewer system in the majority of the project area consists of 8-inch PVC pipe and is considered to be in good condition. The existing sanitary sewer on 115<sup>th</sup> Avenue is vitrified clay pipe (VCP) constructed at the same time as the existing CIP. Closed circuit televising of the sanitary sewer system within the proposed project area has been completed and revealed that the sewer pipe is sound with no significant sagging of the lines, standing water nor joint separation issues. The manholes are precast concrete structures and have been found to be generally in good condition with no sign of groundwater seeping into the system.

There is minimal storm sewer located within the project area. City staff is not aware of inadequate drainage capacity nor areas that experience localized flooding. The storm sewer is considered to be in good condition.

## **PROPOSED IMPROVEMENTS**

Streets in the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, recompact reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition, removal and replacement of existing concrete curb and gutter that is in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. In the event that existing curb returns are being removed, new pedestrian curb ramps will be installed at curb returns with existing sidewalk (as needed) to comply with American with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the street is repaved. Extension of storm sewer pipe will be considered during project design and construction, as existing conditions allow.

Fire hydrants within the project area that contain lead components will be replaced with new



hydrants to bring them into current standards. Watermain valves and valve boxes will be removed and replaced with new valves to ensure proper operation of the system. All valve and hydrant replacements will be completed using stainless steel nuts and bolts to minimize the risk of corrosion and leaking.

Due to the age and the volume of water being carried in the CIP main on 115<sup>th</sup> Avenue, this section of watermain is proposed to be replaced with new 14-inch DIP or 14-inch Polyvinyl Chloride (PVC) pipe. The general limits of the proposed watermain replacement are illustrated on Figure 2. This portion of the project will be advertised as an alternate bid which will allow the City to evaluate price differences and evaluate the most economical bid package for construction. The replacement of the watermain on this street will require a temporary water system. During this time, this section of 115<sup>th</sup> Avenue will be closed to traffic to minimize the disruption due to replacement of the watermain.

The proposed improvements also include the construction of a new concrete sidewalk along the south side of 119<sup>th</sup> Avenue from Blackfoot to the western corporate limits of the City (Figure 3). In addition, a section of sidewalk is proposed on the north side of 119<sup>th</sup> Avenue east of Blackfoot Street to Jay Street to eliminate a gap in the system. The sidewalks as proposed are in accordance with the City's 2014 Sidewalk Improvement Program.

Boulevard trees were trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have larger lettering consistent with the current City logo.

### **MAINTENANCE IMPACT**

The streets proposed for reconstruction have deteriorated extensively and would require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets.

Once the streets are repaved, crack sealing and seal coating should be performed in 6 to 10 years to preserve the new bituminous pavement. With periodic maintenance, the street surfacing should not require replacement for at least 30 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

### **ESTIMATED COST/FINANCING**

The total estimated cost of the street reconstruction project is \$1,934,850.00

The City Public Works Department has requested that obsolete fire hydrants be replaced with new fire hydrants as a part of every street reconstruction project and that watermain valves be repaired or

replaced as needed. In addition, the existing 14-inch CIP in 115<sup>th</sup> Avenue will be replaced. The estimated cost to replace fire hydrants, to repair or replace watermain valves and replace the watermain in 115<sup>th</sup> Avenue is \$617,540.00. Tree trimming costs are approximately \$10,000 and will be paid from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$71,500.00 and the cost of the sidewalk is estimated at \$68,050.00. The estimated prices as listed in the preceding paragraphs include Engineering time for the design and construction.

The City would finance the project and assess a portion of the cost to the adjacent benefiting properties. The City's policy goal is to assess approximately 50% of street reconstruction costs to benefiting properties. The City would initially pay for the cost of the project from a combination of Street Reconstruction (797), Storm Water Utility (640), Water System Maintenance (601), and Sidewalk Construction (795) funds. Project funding is summarized below:

Street Reconstruction Fund	\$740,040
Sidewalk Fund	\$65,000
Storm Water Utility Fund	\$68,050
Water System Maintenance Fund	\$617,540
Proposed Amount to be Assessed	<u>\$444,220</u>
 Total Estimated Project Cost	 \$1,934,850

The City's share of approximately \$740,040 that is for street work would result in an annual tax levy of approximately \$180,000 if bonds are sold and paid for over a 5-year period beginning in 2014. The assessed share of the total project cost is approximately 23% for this project, due to the number and orientation of properties that can be assessed within the project limits, as well as the amount of non-assessable watermain work anticipated.

### **PROJECT TIMETABLE**

February 11, 2014	--Staff conducts neighborhood meeting for residents
February 18, 2014	--Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
March 18, 2014	--Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.
May 6, 2014	--Council adopts the assessments and awards contract for construction
May – Oct. 2014	--Project Construction

Note— Assessments are proposed to be adopted by Council on May 6th rather than on March 18th when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council’s intent to proceed with project construction and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

## **PROPOSED ASSESSMENTS**

In 1997, assessment rates were established as part of the City’s policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2014 have been increased by 2.9% from the 2013 rates, reflecting an increase in the CCI.

The rates to be used for 2014 are as follows--

Single-family lot	\$1,667 per lot (CCI factor results in increase of \$47 from 2012)
Residential (higher density including duplex units)	\$20.83 per front-foot or average width
Office and Commercial	\$41.65 per front foot or average width (double residential rate per policy)

Assessments would be spread over a 10-year period with an interest rate of 3.95% and the first installment would be due in 2015. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period.

A copy of the proposed assessment roll is available in the City Engineer’s office, as well as in the City Clerk’s office.

## **PROJECT FEASIBILITY**

The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2008 to review the “benefit” to the properties for work similar to what is proposed with this project. The appraiser’s report indicated that the “benefit” to the properties is in the range of \$2,000 to \$5,000. The proposed rate of \$1,667 does not exceed this “benefit” amount. Therefore, the project is also economically feasible.

## **CONCLUSIONS AND RECOMMENDATION**

As part of its 2014 Street Reconstruction Program, the City is proposing to reconstruct approximately 2.3 miles of residential streets with this project. A majority of the project cost would be paid by the City and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 1997. Property owners were notified of the project and of the proposed assessment rates by letter in December 2013. An informational meeting was held February 11, 2014 and staff heard concerns, listened to suggestions, and answered questions, etc. that residents had regarding the project. Council will be requested to schedule both the public hearing and assessment hearing for March 18, 2014.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.

**RESOLUTION NO. 14-1(4)**

**(4) RESOLUTION ACCEPTING FEASIBILITY REPORT  
AND ORDERING PUBLIC HEARING ON IMPROVEMENT**

**WHEREAS**, pursuant to resolution of the Council adopted on the 19th day of November, 2013, a report has been prepared by the City Engineering Division with reference to the improvement of streets generally lying east of Blackfoot Street between 119th Avenue NW and 121st Avenue NW and those streets east of Hanson Boulevard between Robinson Drive and 119th Avenue NW by street reconstruction, and this report was received by the Council on the 18th day of February, 2014; and

**WHEREAS**, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$1,934,850.00.
2. A public hearing shall be held on such proposed improvement on the 18th day of March, 2014 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 18th day of February, 2014.

---

Tim Howe, Mayor

ATTEST:

---

Catherine M. Sorensen, City Clerk

**RESOLUTION NO. 14-1(10)**

**(10) RESOLUTION DECLARING COST TO BE ASSESSED  
AND ORDERING PREPARATION OF  
PROPOSED ASSESSMENT ROLL**

**WHEREAS,** a contract is proposed to be let for the improvement of streets generally lying east of Blackfoot Street between 119th Avenue NW and 121st Avenue NW and those streets east of Hanson Boulevard between Robinson Drive and 119th Avenue NW by street reconstruction and the contract price for such improvement is estimated to be \$1,758,950.00 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$175,900.00, so that the total cost of the improvement is estimated to be \$1,934,850.00 and of this cost the City will pay \$1,490,630.00 as its share of the cost; and

**WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:**

1. The cost of such improvement to be specially assessed is hereby declared to be \$444,220.00.
2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 18th day of February, 2014.

---

Tim Howe, Mayor

ATTEST:

---

Catherine M. Sorensen, City Clerk

**RESOLUTION NO. 14-1(11)**

**(11) RESOLUTION FOR HEARING ON  
PROPOSED ASSESSMENT ROLL**

**WHEREAS**, per a Resolution passed by the Council on the 18th day of February, 2014, the City Clerk was directed to prepare a proposed assessment of the cost of improving streets generally lying east of Blackfoot Street between 119th Avenue NW and 121st Avenue NW and those streets east of Hanson Boulevard between Robinson Drive and 119th Avenue NW by street reconstruction; and

**WHEREAS**, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS,  
MINNESOTA:**

1. A hearing shall be held on the 18th day of March, 2014, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 18th day of February, 2014.

---

Tim Howe, Mayor

ATTEST:

---

Catherine M. Sorensen, City Clerk



AI-1757

14.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Accept Feasibility and Order Public Hearing and Assessment Hearing for Round Lake Boulevard Street Reconstruction - Project 14-2

**Submitted For:** Kevin Kawlewski, City Engineer

**From:** Cher Ridout, Admin Secretary II

---

**INTRODUCTION**

The City Engineering Division is recommending the reconstruction of approximately 1.2 miles of Round Lake Boulevard from 115<sup>th</sup> Avenue NW to approximately 450 feet south of Main Street. Round Lake Boulevard is designated as a state aid street and is eligible for state aid funding. WSB & Associates, Inc. has prepared a feasibility report for the proposed improvements. Council is being requested to accept the report and to order the public improvement hearing and the assessment hearing for the project, with both hearings to be held on March 18, 2014.

**DISCUSSION**

Council ordered preparation of a feasibility report for the proposed project on February 5, 2014. Proposed improvements include reclamation of the existing bituminous surface and aggregate base in accordance with MnDOT M.S.A. design standards, complete removal and replacement of the existing curb and gutter, and sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements. The proposed improvements also include the construction of an 8-foot wide bituminous trail on the east side of Round Lake Boulevard over the entire length of the project. Additional improvements will include repairs or replacements on the existing storm sewer, watermain and sanitary sewer as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed assessment rate is \$1,667.00 for single family residential property, \$20.83 per front foot for multi-family residential property, and \$41.65 per front foot for commercial property. The project as proposed includes 12 single family properties, 29 multi-family properties, and 8 commercial properties. The legal descriptions for the area of benefit are:

- Lots 3-6, Block 1 of Cardinal Heights Plat 6
- Lots 1-2, Block 1 of Noon's Riverside 3rd Addition
- Lot 1, Block 2 of Noon's Riverside 2nd Addition
- Lots 2-3, Block 1 of Mercy Gracie Addition
- Lot 2, Block 1 of Reisling Park North 4<sup>th</sup> Addition
- Lots 1-15 of Round Lake Terrace
- Lot 1, Block 1 of American Heritage
- Lots 8-14, Block 4 of The Vineyards
- Lot 10-11, Block 2 of Meadowbrook Estates
- Lots 1-6, Block 1 of Haggerty's Addition
  
- PIN 08-31-24-24-0088
- PIN 08-31-24-24-0099
- PIN 08-31-24-34-0218



- PIN 17-31-24-21-0045

Approximately 100 properties were notified of the pending property in December, 2013. A neighborhood meeting was held on February 11, 2014 with approximately 5 people in attendance. General comments from residents in attendance were in support of the project.

The total estimated project cost is \$2,614,338.00. The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint and it is cost-effective.

### **RECOMMENDATION**

It is recommended that City Council approve the following resolutions:

- a. Adopt Resolution No. 14-2(4) accepting feasibility report and ordering public hearing on improvement for March 18, 2014.
- b. Adopt Resolution No. 14-2(10) declaring the cost to be assessed and ordering preparation of proposed assessment roll.
- c. Adopt Resolution No. 14-2(11) setting an assessment hearing date for March 18, 2014.

---

### **BUDGET IMPACT:**

Total estimated cost of the proposed improvement is \$2,614,338.00 with a total amount assessed of \$129,942.05. The balance of the project cost would be recovered from various funds:

- \$1,992,955.95 from M.S.A. Funds
- \$16,530 from the Sewer Fund (620) recovered through sewer fees
- \$86,400 from the Storm Water Drainage Fund (740) recovered through storm drainage charges
- \$388,510 from the Water System Maintenance Fund (601) recovered through charges for water used

---

### **Attachments**

14-2 Feasibility Report

Resolution No. 14-2(4)

Resolution No. 14-2(10)

Resolution No. 14-2(11)

---



City of Coon Rapids  
11155 Robinson Drive • Coon Rapids, MN 55433

# FEASIBILITY Report

February 18, 2014

## Round Lake Boulevard Street Reconstruction Project

*City of Coon Rapids  
Anoka County, Minnesota*

*City Project No. 14-2  
WSB Project No. 1431-40  
S.A.P 114-121-011*



701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416  
Tel: (763) 541-4800 • Fax: (763) 541-1700  
wsbeng.com

# **FEASIBILITY REPORT**

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## **ROUND LAKE BOULEVARD PAVEMENT REHABILITATION PROJECT**

**FOR THE  
CITY OF COON RAPIDS, MINNESOTA  
City Project No. 14-2  
S.A.P. 114-121-011**

**February 18, 2014**

**Prepared By:**

**WSB & Associates, Inc.  
701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416  
763-541-4800  
763-541-1700 (Fax)**



*engineering • planning • environmental • construction*

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

February 18, 2014

Tim Himmer, Public Works Director  
City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

Re: Feasibility Report  
Round Lake Boulevard Street Reconstruction Project  
City of Coon Rapids, MN  
City Project No. 14-2  
S.A.P. 114-121-011  
WSB Project No. 1431-400

Dear Mr. Himmer:

Transmitted herewith for your review is a feasibility report which addresses improvements associated with the reconstruction of Round Lake Boulevard from 115<sup>th</sup> Avenue NW to 450 feet south of Main Street.

I am available at your convenience to discuss this report. Please do not hesitate to contact me at 763-287-7193 if you have any questions regarding this report.

Sincerely,

*WSB & Associates, Inc.*

A handwritten signature in dark ink, reading "Kevin B. Kawlewski". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

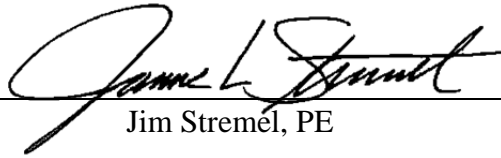
Kevin Kawlewski, PE  
Principal

Enclosure

## CERTIFICATION

---

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Jim Stremel, PE

Date: February 18, 2014

Lic. No. 45782

Prepared By:



Michelle Maciej, EIT

Date: February 18, 2014

Quality Control Review Completed By:



Kevin Kawlewski, PE

Date: February 18, 2014

Lic. No. 25496

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### **Appendix A**

Figure 1 – Project Location Map

Figure 2 – Collector Typical Section – Round Lake Boulevard

### **Appendix B**

2014 Opinion of Probable Cost

### **Appendix C**

Preliminary Assessment Map

Preliminary Assessment Roll

### **Appendix D**

City of Coon Rapids Street Reconstruction Plan

City of Coon Rapids 2012 Pavement Rating

### **Appendix E**

2014 Geotechnical Report – Log of Test Borings

### **Appendix F**

Neighborhood Meeting Sign-in Sheet

FAQ Handout

Public Comment Summary

## 1. EXECUTIVE SUMMARY

The Round Lake Boulevard Street Reconstruction Project was initiated as a part of the City's Street Reconstruction Program. The need for the reconstruction of Round Lake Boulevard was determined based on pavement ratings determined by the City in 2012. The proposed streets improvements begin at 115<sup>th</sup> Avenue NW on the south end and terminate approximately 450 feet south of Main Street on the north end totaling approximately 6,360 feet (1.2 miles). The scope of the project includes reclaiming the existing bituminous pavement with the underlying aggregate base, minor subgrade correction, concrete curb replacement, new pavement installation, and replacement of watermain hydrants/valves. The project also proposes a bituminous trail along the east side of Round Lake Boulevard between Wedgewood Drive and Coon Rapids Boulevard.

Replacing portions of the City's deteriorating utility infrastructure in conjunction with the proposed street improvements provides an opportunity to minimize the replacement costs and traffic disruptions associated with the work. Proposed utility improvements along Round Lake Boulevard include the following:

- Replacement of existing hydrants and gate valves along Round Lake Boulevard, and services on the east side where trail improvements are to be completed
- Repair or replacement of structurally deficient storm sewer manholes
- Installation of additional storm sewer drainage structures and storm sewer piping to improve inlet capacity and address isolated drainage issues
- Replacement of all existing storm sewer and sanitary sewer manhole castings that do not meet current City Standards

The scope of the project also includes updating the loop detection system at the intersection of Coon Rapids Boulevard in collaboration with Anoka County. Preparations will be made to assist the City in the future signalization at the intersection of Wedgewood Drive.

The total estimated project cost for the Round Lake Boulevard Street Improvements is **\$2,614,338** which includes a 5% contingency and 17% indirect costs for legal, engineering, administrative, and financing costs. The project is proposed to be funded through special assessments to benefitting property owners and City funds.

The project is proposed to be substantially completed in 2014, including restoration items. The project is feasible, necessary, and cost-effective from an engineering standpoint.



## **2. STREET IMPROVEMENT PROJECT**

### **2.1 Introduction**

#### ***2.1.1 Authorization***

On December 17, 2013, the Coon Rapids City Council authorized the preparation of an Engineering Feasibility Report for the Round Lake Boulevard Street Reconstruction Project. This project is included in the City's Street Reconstruction Program, a map of which can be found in *Appendix D* of this report.

#### ***2.1.2 Scope***

This report investigates the feasibility of proposed street and utility improvements associated with Round Lake Boulevard as identified in the City's Street Reconstruction Program for 2014. Improvements outlined within this report include bituminous pavement reclamation and reconstruction, water main hydrant and valve replacement, storm sewer piping/structure repairs, and inlet capacity improvements along Round Lake Boulevard between 115<sup>th</sup> Avenue and 450 feet South of Main Street. The project area is shown in Figure 1 of *Appendix A*.

#### ***2.1.3 Data Available***

Information and materials used in the preparation of this report include the following:

- City of Coon Rapids Record Plans
- City of Coon Rapids GIS Topography Maps
- Public Works Maintenance Records
- Private Utility Maps
- Field Observations of the Area and Topographic Survey
- Discussions with City Staff
- Televising Reports of the Sanitary Sewer System, SEH dated January 2014
- Geotechnical Evaluation Report, Braun Intertec dated January 14, 2014
- City of Coon Rapids Assessment/Improvement Policy

### **2.1.4 Project Background**

In the fall of 2012, City staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 33 miles of City streets in poor condition. Streets that were identified for improvement as part of the 2014 Street Improvement project were also reviewed to verify the final street reconstruction program for this year. The overall program was re-evaluated to analyze costs associated with higher levels of utility improvements.

The following conditions have been identified within the project area:

- Deterioration of the existing street pavement including alligator cracking, edge cracking, transverse cracking, and longitudinal cracking
- Significant maintenance issues with existing hydrants, gate valves, and valve vault structures
- Isolated storm water runoff management deficiencies
- Deteriorating concrete sidewalk, bituminous trail segments, and non-compliant ADA pedestrian curb ramps and/or access routes

## **2.2 Existing Conditions**

### **2.2.1 Roadway**

Streets within the proposed improvement area are aging and experiencing differing severities of alligator cracking, edge cracking, longitudinal cracking, and transverse cracking. The project area contains landscaping, trees, and numerous other private improvements beyond the edge of the roadway and within City right-of-way. The existing concrete curb and gutter along Round Lake Boulevard is in fair condition; however, some cracking and settlements have resulted in isolated drainage issues and additional pavement distress.

Concrete sidewalk (5 feet width) and bituminous trail (8 feet width) are located within the project area and are exhibiting differential settlement, cracking, and overall durability issues. The majority of pedestrian curb ramps within the project area do not meet current ADA accessible design standards.

Below are the Right-of-Way widths along Round Lake Boulevard going from the north end (450 feet south of Main Street) to the south end of the project (115<sup>th</sup> Avenue NW):

- 450 feet south of Main Street to Wedgewood Drive: 80 – 236 feet
- Wedgewood Drive to 121<sup>st</sup> Ave: 80 – 85 feet
- 121<sup>st</sup> Ave to 120<sup>th</sup> Ave: 85 – 91 feet
- 120<sup>th</sup> Ave to 119<sup>th</sup> Ave: 84 feet
- 119<sup>th</sup> Ave to 117<sup>th</sup> Ln: 73 – 113 feet
- 117<sup>th</sup> Ln to Coon Rapids Blvd: 73 feet
- Coon Rapids Blvd to 115<sup>th</sup> Ave: 60 feet

The following provides a summary of existing street conditions within the Round Lake Boulevard Street Reconstruction Project:

- Roadway Improvement Length: 6360 feet
- Roadway Width: 45-60 feet
- Subgrade: Sand s w/silts & poorly graded sand layers
- Subbase (aggregate) depth: 6.5 inches
- Average Bituminous Section Depth: 5.5 inches
- Approximate Year of Original Construction: 1984 & 1987

A copy of the soil boring logs and geotechnical evaluation prepared for this project by Braun Intertec in January 2014 can be found in *Appendix E* of this report.

### **2.2.2 Sanitary Sewer**

The existing sanitary sewer system within the project area varies in size and material type including:

- Between Wedgewood Drive on the north end and 121<sup>st</sup> Avenue NW on the south end 12-inch diameter polyvinyl chloride pipe (PVC) was installed in 1989.
- Between 121<sup>st</sup> Avenue NW on the north end and 119<sup>th</sup> Avenue NW on the south end 15-inch diameter RCP installed in 1972.
- At 117<sup>th</sup> Avenue NW 8-inch diameter PVC installed in 1981.
- Between Coon Rapids Boulevard on the north end and 115<sup>th</sup> Avenue NW on the south end 8-inch PVC was installed in 1970.

The existing sanitary sewer was televised and the mainline sewer was found to be in good condition with minor cracking and limited root problems. Sewer services were not televised during this evaluation.

### **2.2.3 Water Main**

The existing watermain in the project area along Round Lake Boulevard between the north boundary of the project and Coon Rapids Boulevard on the south end consists of 16-inch diameter DIP which was installed in the years 1965, 1989, and 1990. Properties along Round Lake Boulevard between Coon Rapids Boulevard on the north end and 115<sup>th</sup> Avenue NW on the south end are served by 8-inch DIP which was installed in 1970.

City maintenance records and discussions with City staff indicate little to no maintenance issues with this part of the system. However there are accessibility and confined space limitations with the existing valve vaults located on both sides of the intersection with Coon Rapids Boulevard. Records and discussions indicate many of the hydrants and gate valve components are deteriorating causing difficulty in operation and also contain lead caps.

### **2.2.4 Drainage**

The existing storm sewer system in the project area consists of ranging from 12-inch to 48-inch diameter reinforced concrete pipe (RCP) along Round Lake Boulevard. The existing storm sewer system conveys runoff west to existing storm water storage basins. According to City maintenance records and discussions with City staff, the existing storm sewer sizing and catch basin spacing along Round Lake Boulevard has historically proven to be adequate for drainage. Further analysis will be completed with final design to determine if additional inlet and/or flow capacity is necessary to improve drainage and prolong the life cycle of the pavement.

### **2.2.5 Private Utilities**

Private utilities that have facilities in or near the project area will be notified during the final design phase of the project and will be requested to coordinate any necessary repairs and replacements as needed at their cost. Private utility companies that have facilities within the project area include the following:

- Comcast (Cable)
- CenturyLink (Telephone/Internet)
- Arvig (Telephone/Internet)
- Xcel Energy (Electric/Gas)
- Connexus Energy (Electric/Gas)
- Center Point Energy (Electric/Gas)
- Great River Energy (Electric/Gas)
- Access Communications Inc. (Network Services)
- Zayo Bandwidth (Network Services)

## **2.3 Proposed Improvements**

### **2.3.1 Roadway**

Surface improvements proposed with the Round Lake Boulevard Street Reconstruction Project includes the reclamation and reconstruction of Round Lake Boulevard between 115<sup>th</sup> Ave NW on the south end and 450-feet south of Main Street on the north end (250 feet north of the railroad bridge). Proposed street profile grades are proposed to match the existing as much as possible so as to minimize construction impacts to adjacent properties. Minor adjustments to some of the existing roadway cross-sectional profiles will be proposed to improve drainage conditions. The replacement of B618 concrete curb and gutter will be proposed throughout to improve the isolated drainage issues and pavement distress.

Round Lake Boulevard has been classified as a state aid collector roadway and will be reconstructed to the City's typical collector roadway and State Aid design standards, which includes a 45-60 feet street width (face-to-face of curb) with concrete curb and gutter and the following pavement section: 2 inches of bituminous wearing course, 4 inches of bituminous base course, and 10 inches of Class 5 aggregate base over an

acceptable, compacted subgrade. *Figure 2 of Appendix A* illustrates this proposed roadway section.

The existing 8-foot bituminous trail along the east side of Round Lake Boulevard located between the north end of the project and midway between Wedgewood Drive and 121<sup>st</sup> Avenue NW is proposed to be replaced and extended south from the point midway between Wedgewood Drive and 121<sup>st</sup> Avenue NW to Coon Rapids Boulevard as a part of this project. The segment has been identified as a Planned Regional Trail Corridor by the City's Comprehensive plan. This trail extension will replace the existing 5-foot sidewalk that is located on the east side. The section of concrete sidewalk on the west side of Round Lake Boulevard between Wedgewood Drive and 115<sup>th</sup> Avenue NW is proposed to be replaced only as necessary to fix any broken panels and settled sections.

The existing loop detection system at the intersection of Coon Rapids Boulevard will be affected by construction. Coordination with Anoka County will be required in replacement of this system with the proposed construction.

### **2.3.2 Sanitary Sewer**

The televising tapes have been reviewed by City staff and no sanitary sewer piping improvements have been proposed for the Round Lake Boulevard Street Reconstruction Project at this time. Spot repairs to inverts/doghouses and casting replacements are proposed, but are minimal.

### **2.3.3 Water Main**

The proposed watermain improvements along Round Lake Boulevard include replacing all hydrants and gate valves to assist the City in future operation and fire protection due to the frequency maintenance issues experienced in the area. Existing valve vault structures are to be replaced with gate valves to eliminate confined space and significant maintenance issues. For the areas where bituminous trail is to be replaced or added, services will be replaced with 1-inch copper service pipe for residential properties and 2-inch copper service pipe for commercial properties up to and including curb stops at the right-of-way. Replacing portions of the existing water main facilities that are prone to leaking along Round Lake Boulevard in this area provides a timely and cost-effective solution to what has been a long-term maintenance issue for the City.

### **2.3.4 Drainage**

Reconstruction of the streets provides the opportunity to improve drainage within the project area with the installation of additional storm sewer facilities. The existing drainage patterns and discharge locations will be maintained so the hydrologic characteristics of the area are not altered. Proposed drainage improvements include installing additional catch basins along Round Lake Boulevard to improve inlet capacity and to better accommodate area drainage. Manholes, manhole castings, and catch basin castings are also proposed to be repaired/replaced only as needed.

### ***2.3.5 Street Sign Replacement***

All existing street signs within the project will be replaced with new street signs that meet the Federal Highway Administration's (FHWA) requirements for retro-reflectivity.

### ***2.3.6 Mailbox Replacement***

Where curb and gutter replacement is proposed, it is the City's intent to salvage and reinstall the existing mailboxes and mailbox supports that may be impacted with construction. In the event the condition of the existing mailbox support warrants replacement prior to reinstallation, the City is proposing to salvage the existing mailbox and install a new mailbox support that will meet both City Standards and United States Postal Service (USPS) requirements.

### ***2.3.7 Easements***

It is anticipated that work will take place within the existing roadway right-of-way or within existing drainage and utility easements. Additional permanent right-of-way or temporary easement acquisition is not expected to be needed to construct the roadway as proposed. Temporary construction access on private property may be required to accommodate driveway repair, water/sewer service replacement and final boulevard grading. Written permission or waiver of trespass agreements will be secured from private property owners for these encroachments to the greatest extent possible.

### ***2.3.8 Permits/Approvals***

Permits will be necessary from the following agencies:

- Minnesota Pollution Control Agency (MPCA) National Pollution Discharge Elimination System (NPDES) permit
- BNSF Railway right of way permit
- Anoka County work within the right of way permit
- Coon Creek Watershed District permit

### ***2.3.9 Construction Access/Staging***

The contractor will be responsible for providing access to all properties throughout the project. Adequately signed detours will be identified to direct traffic around the construction zones and notify users of the increased truck and construction activity. The ADT on Round Lake Boulevard is 11,000-14,000 vehicles per day. Therefore, proper construction traffic control signing and phasing will be critical to the success of this project. Detailed construction phasing and traffic control plans will be developed with final design of the project.

### ***2.3.10 Public Involvement***

A Neighborhood Open House for the proposed improvements was conducted on February 11, 2014, for property owners. Preliminary information was presented to approximately 5 attendees regarding the proposed improvements, costs, funding, schedule, and impacts associated with the project. Comment cards were made available to attendees at the meeting. Summary of the correspondence received at the informational meeting is included in ***Appendix F***.

## **2.4 Future Improvements and Additional Considerations**

The City completed a Signal Justification Report (SJR) for the intersection of Round Lake Boulevard and Wedgewood Drive due to high traffic volumes, vehicular turning movements, and safety concerns at this intersection. The SJR found that a signal was not warranted at that intersection, but preparations can be made with the street rehabilitation project to aid in a future signal installation such as conduit crossings and pedestrian access layouts. The report documented the need for future turn lane installation and/or expansion.

### 3. FINANCING

#### 3.1 Opinion of Cost

Detailed opinions of cost for the project can be found in *Appendix B* of this report. The opinions of cost incorporate estimated 2014 based construction costs and include a 5% construction contingency factor. Indirect costs are projected at 17% of the construction cost and include engineering, legal, financing, and administrative costs. Table 2 below provides a summary of the opinions of probable project costs for the Round Lake Boulevard Street Reconstruction Project.

<b>Table 1 – Round Lake Boulevard Street Reconstruction Project Summary of Cost</b>	
<b>Schedule</b>	<b>Amount</b>
Schedule A – Surface Improvements – Road Construction	\$1,482,950
Schedule B – Bituminous Trail Improvements – Full Length East Side	\$257,050
Schedule C – Sanitary Sewer Improvements	\$13,550
Schedule D – Water Main Improvements	\$318,450
Schedule E – Storm Sewer Improvements	\$70,900
Construction Total	\$2,142,900
Contingency Total (5%)	\$107,145
Indirect Cost Total (17%)	\$364,293
<b>TOTAL</b>	<b>\$2,614,338</b>

#### 3.2 Funding

Financing for the Round Lake Boulevard Street Improvements Project will come from State Aid funds, City CIP funds and Special Assessments to benefiting properties. Table 3 below provides a summary of the proposed funding.

<b>Table 2 – Round Lake Boulevard Street Reconstruction Project Funding Summary</b>	
<b>Funding Source</b>	<b>Amount</b>
State Aid Funding (Street/Trail)	\$1,992,858
Street Assessments	\$129,942
City Utility Funds (Storm/Sewer/Water)	\$491,538
<b>TOTAL</b>	<b>\$2,614,338</b>



### **3.3 Preliminary Assessment Roll**

Assessments will be levied to the benefiting properties as outlined in Minnesota Statute 429 and the City's Assessment Policy.

The current assessment rate for reconstruction projects on existing streets is \$1,667.00 per single family lot, \$20.83 per front foot for duplex and high density residential and \$41.65 per front foot for commercial lots. All utility related work comes out the respective utility funds and is not assessed. A detailed preliminary assessment roll is included in *Appendix C*.

#### 4. PROJECT SCHEDULE

The proposed project schedule for the Round Lake Boulevard Street Reconstruction Project is as follows:

Council Accept Feasibility Report/Order Both Public Hearings .....	February 18, 2014
Conduct Improvement, Assessment Hearing, Order Project, .....	March 18, 2014
Declare Costs	
Council Approves Plans and Specifications/Authorize Ad for Bid.....	April 15, 2014
Open Bids, Compute Final Assessments Roll .....	May 13, 2014
Council Awards Construction Contract & Adopts Assessment Roll.....	May 20, 2014
Conduct 2 <sup>nd</sup> Neighborhood Meeting or Mail Informational Packet .....	May 2014
Begin Construction* .....	June 2014
Construction Substantially Complete .....	September 2014
Certify Assessments to County .....	November 2014
Final Completion (Final Lift of Bituminous Wear Course) .....	June 2015
Complete Warranty Inspection .....	August 2016

\* Schedule assumes all private utility and gas main relocation work is completed prior to start of construction.

## **5. FEASIBILITY, NECESSITY, AND COST EFFECTIVENESS**

The improvements proposed in this study are necessary for a number of reasons. The reclamation and reconstruction of the streets provides the City with a cost-effective means of continuing the City's street improvement efforts and ensuring an adequate means of transportation for local residents and businesses. In addition to rehabilitating roadway pavements, the project will allow for the correction of existing drainage problems by increasing the cross-sectional crown, inlet capacity, and improving the conveyance of runoff with a new concrete curb and gutter system. These improvements will provide a longer lasting street section needing less maintenance over time.

The water main improvements are necessary due to maintenance issues, deteriorating materials, potential leaks and risk to the public's health and welfare.

The proposed improvements constitute a project large enough to ensure a competitive bidding environment, economy of scale, and are deemed to be cost-effective. Based on the information contained within this report, the proposed improvements as described can be considered to be necessary, cost-effective, and feasible from an engineering standpoint.

## 6. CONCLUSIONS AND RECOMMENDATIONS

The Round Lake Boulevard Street Reconstruction Project includes roadway reclamation and reconstruction improvements with complete concrete curb and gutter replacement, water main valve/hydrant replacement, and storm sewer repairs along Round Lake Boulevard. Additionally, the existing sidewalk and trail located on the east side of Round Lake Boulevard is proposed to be replaced.

The total estimated cost for the Round Lake Boulevard Street Reconstruction Project is **\$2,614,338**. Proposed funding for the project is provided through a combination of State Aid funding, Special Assessments, and City Funds.

This proposed project is feasible, necessary, and cost-effective from an engineering standpoint, subject to a financial review by the City.

## **APPENDIX A**

**Figure 1 – Project Location Map**

**Figure 2 – Collector Typical Section – Round Lake Boulevard**

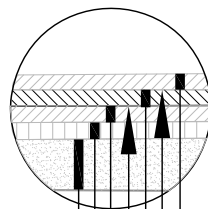
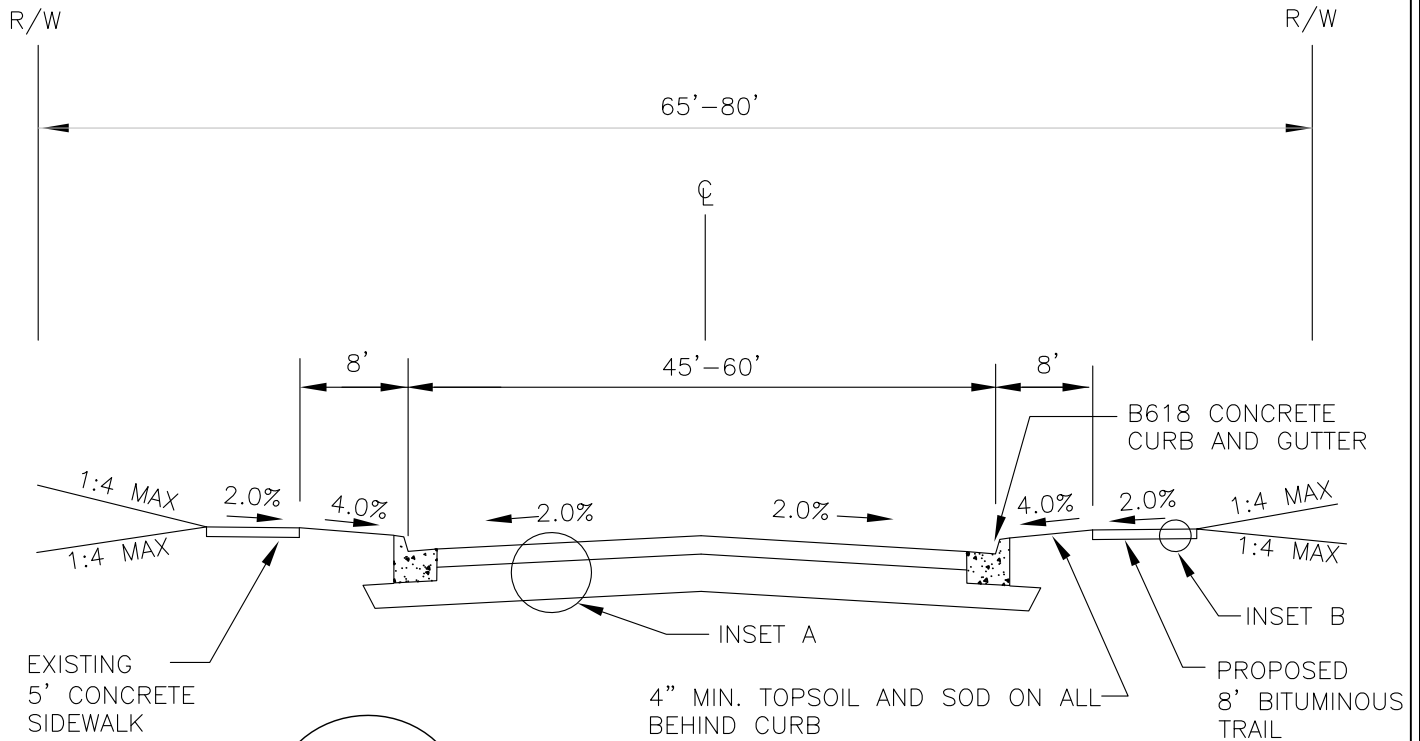




**Figure 1. Project Location Map**  
**Round Lake Boulevard Street Reconstruction Project**  
**City of Coon Rapids**

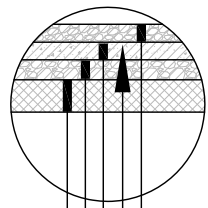






- 2" TYPE SP 12.5 WEAR COURSE MIX (4,B) (SPWEB440B)
- 2357 BITUMINOUS TACK COAT
- 2" TYPE SP 12.5 NONWEAR COURSE MIX (4,B) (SPNWB440B)
- 2357 BITUMINOUS TACK COAT
- 2" TYPE SP 12.5 NONWEAR COURSE MIX (4,B) (SPNWB440B)
- 10" RECLAIMED MATERIAL OR AGGREGATE BASE, CLASS 5
- APPROVED SUBGRADE (12" DEPTH)

INSET A



- 1.5" TYPE SP 9.5 WEAR COURSE MIX (2,B) (SPWEA240B)
- 2357 BITUMINOUS TACK COAT
- 1.5" TYPE SP 9.5 NONWEAR COURSE MIX (2,B) (SPNWA230B)
- 6" CLASS 5 AGGREGATE BASE
- APPROVED SUBGRADE (12" DEPTH)

INSET B



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ROUND LAKE BOULEVARD  
STREET IMPROVEMENTS  
COMMERCIAL TYPICAL SECTION  
ROUND LAKE BOULEVARD  
COON RAPIDS, MINNESOTA



WSB NO. 01431-40

FIGURE

2

## **APPENDIX B**

### **2014 Opinion of Probable Cost**



# Opinion of Probable Cost

**WSB Project:** Round Lake Boulevard Street Reconstruction Project  
**Project Location:** City of Coon Rapids  
**City Project No.:**  
**WSB Project No:** 1431-40

**Design By:** KAK & MCM  
**Checked By:** JLS  
**Date:** 2/13/2014

Item No.	MN/DOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
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## A. SURFACE IMPROVEMENTS - ROAD CONSTRUCTION

1	2021.501	MOBILIZATION	LUMP SUM	1	\$43,200.00	\$43,200.00
2	2101.502	CLEARING	TREE	10	\$400.00	\$4,000.00
3	2101.507	GRUBBING	TREE	10	\$400.00	\$4,000.00
4	2104.501	REMOVE CURB AND GUTTER	LIN FT	12400	\$3.00	\$37,200.00
5	2331.604	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	35000	\$2.00	\$70,000.00
6	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	400	\$5.00	\$2,000.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	600	\$6.00	\$3,600.00
8	2104.503	REMOVE CONCRETE WALK	SQ FT	10000	\$3.00	\$30,000.00
9	2104.505	REMOVE BITUMINOUS TRAIL	SQ FT	7700	\$4.00	\$30,800.00
10	2104.509	REMOVE SIGN	EACH	90	\$30.00	\$2,700.00
11	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	700	\$5.00	\$3,500.00
12	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1160	\$4.00	\$4,640.00
13	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LUMP SUM	1	\$5,000.00	\$5,000.00
14	2104.509	REMOVE MAILBOX SUPPORT	EACH	5	\$100.00	\$500.00
15	2104.602	SALVAGE AND REINSTALL MAILBOX	EACH	30	\$150.00	\$4,500.00
16	2105.501	COMMON EXCAVATION (P)	CU YD	2800	\$11.00	\$30,800.00
17	2105.501	COMMON EXCAVATION (TRAIL)	CU YD	100	\$20.00	\$2,000.00
18	2105.507	SUBGRADE EXCAVATION	CU YD	500	\$10.00	\$5,000.00
19	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	500	\$18.00	\$9,000.00
20	2112.501	SUBGRADE PREPARATION	ROAD STA	64	\$250.00	\$16,000.00
21	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	50	\$150.00	\$7,500.00
22	2130.501	WATER	MGAL	500	\$50.00	\$25,000.00
23	2211.501	AGGREGATE BASE CLASS 5	TON	1950	\$14.00	\$27,300.00
24	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED) (TRAIL)	TON	280	\$16.00	\$4,480.00
25	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	4100	\$3.50	\$14,350.00
26	2360.501	TYPE SP 12.5 WEARING COURSE MIX (4,B)	TON	3350	\$63.00	\$211,050.00
27	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (4,B)	TON	6700	\$63.00	\$422,100.00
28	2360.503	TYPE SP 12.5 WEARING COURSE MIX (2,B) (2.0" THICK)	SQ YD	400	\$35.00	\$14,000.00
29	2360.502	TYPE SP 9.5 WEAR COURSE MIX (2,B) (8' TRAIL)	TON	75	\$100.00	\$7,500.00
30	2360.503	TYPE SP 9.5 NON WEAR COURSE MIX (2,B) (8' TRAIL)	TON	75	\$100.00	\$7,500.00
31	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	12400	\$11.00	\$136,400.00
32	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	600	\$45.00	\$27,000.00
33	2521.501	4" CONCRETE WALK	SQ FT	5300	\$5.00	\$26,500.00
34	2531.618	6" CONCRETE WALK (PEDESTRIAN CURB RAMP)	SQ FT	3000	\$6.00	\$18,000.00
35	2531.618	TRUNCATED DOMES	SQ FT	390	\$40.00	\$15,600.00
36	2504.602	ADJUST FRAME & RING CASTING (SANITARY)	EACH	7	\$500.00	\$3,500.00
37	2540.602	MAIL BOX (TEMPORARY)	EACH	30	\$25.00	\$750.00
38	2540.602	MAIL BOX SUPPORT	EACH	5	\$150.00	\$750.00
39	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$40,000.00	\$40,000.00
40	2564.531	SIGN PANELS TYPE C	SQ FT	300	\$30.00	\$9,000.00
41	2564.602	SIGN PANELS TYPE D	EACH	8	\$250.00	\$2,000.00
42	2564.602	SALVAGE AND REINSTALL SIGN	EACH	2	\$150.00	\$300.00
43	2565.616	REVISE SIGNAL SYSTEM	LUMP SUM	1	\$17,000.00	\$17,000.00
44	2571.501	CONIFEROUS TREE 8' HT B&B	TREE	5	\$400.00	\$2,000.00
45	2571.502	DECIDUOUS TREE 2.5" CAL B&B	TREE	5	\$400.00	\$2,000.00
46	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	1000	\$4.00	\$4,000.00

# Opinion of Probable Cost

**WSB Project:** Round Lake Boulevard Street Reconstruction Project  
**Project Location:** City of Coon Rapids  
**City Project No.:**  
**WSB Project No:** 1431-40

**Design By:** KAK & MCM  
**Checked By:** JLS  
**Date:** 2/13/2014

Item No.	MN/DOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
47	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	6	\$800.00	\$4,800.00
48	2573.603	BIOROLL	LIN FT	1000	\$5.00	\$5,000.00
49	2575.505	SODDING TYPE LAWN (INCL TOPSOIL & FERT)	SQ YD	14000	\$3.50	\$49,000.00
50	2582.501	PAVT MSSG (LT ARROW) PAINT	EACH	5	\$125.00	\$625.00
51	2582.501	PAVT MSSG (LT ARROW) EPOXY	EACH	10	\$150.00	\$1,500.00
52	2582.501	PAVT MSSG (RT-THRU ARROW) PAINT	EACH	5	\$200.00	\$1,000.00
53	2582.501	PAVT MSSG (RT-THRU ARROW) EPOXY	EACH	10	\$250.00	\$2,500.00
54	2582.501	PAVT MSSG (LT-THRU ARROW) PAINT	EACH	1	\$200.00	\$200.00
55	2582.501	PAVT MSSG (LT-THRU ARROW) EPOXY	EACH	2	\$250.00	\$500.00
56	2582.501	PAVT MSSG (ONLY) PAINT	EACH	2	\$200.00	\$400.00
57	2582.501	PAVT MSSG (ONLY) EPOXY	EACH	4	\$250.00	\$1,000.00
58	2582.503	CROSSWALK MARKING-EPOXY	SQ FT	1700	\$5.00	\$8,500.00
59	2582.502	24" SOLID LINE WHITE-EPOXY	LIN FT	300	\$12.00	\$3,600.00
60	2582.502	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN FT	7400	\$1.00	\$7,400.00
61	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	LIN FT	7400	\$1.50	\$11,100.00
62	2582.502	24" SOLID LINE YELLOW-PAINT	LIN FT	1100	\$8.00	\$8,800.00
63	2582.502	24" SOLID LINE YELLOW-EPOXY	LIN FT	1100	\$12.00	\$13,200.00
64	2582.502	4" BROKEN LINE YELLOW - PAINT	LIN FT	160	\$0.75	\$120.00
65	2582.502	4" BROKEN LINE YELLOW - EPOXY	LIN FT	160	\$1.00	\$160.00
66	2582.502	4" BROKEN LINE WHITE - PAINT	LIN FT	300	\$0.75	\$225.00
67	2582.502	4" BROKEN LINE WHITE- EPOXY	LIN FT	300	\$1.00	\$300.00
68	2582.502	4" SOLID LINE WHITE - EPOXY	LIN FT	12000	\$0.75	\$9,000.00

**Total - Round Lake Blvd Surface Improvements - Road Construction \$1,482,950.00**

## B. BITUMINOUS TRAIL IMPROVMENTS - FULL LENGTH EAST SIDE

69	2021.501	MOBILIZATION	LUMP SUM	1	\$7,500.00	\$7,500.00
70	2104.505	REMOVE BITUMINOUS TRAIL	SQ FT	7700	\$4.00	\$30,800.00
71	2104.503	REMOVE CONCRETE WALK	SQ FT	12500	\$3.00	\$37,500.00
72	2105.501	COMMON EXCAVATION (TRAIL)	CU YD	1900	\$12.00	\$22,800.00
73	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED) (TRAIL)	TON	2000	\$16.00	\$32,000.00
74	2360.502	TYPE SP 9.5 WEAR COURSE MIX (2,B) (8' TRAIL)	TON	410	\$90.00	\$36,900.00
75	2360.503	TYPE SP 9.5 NON WEAR COURSE MIX (2,B) (8' TRAIL)	TON	410	\$90.00	\$36,900.00
76	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	17	\$750.00	\$12,750.00
77	2504.602	1" CORPORATION STOP	EACH	17	\$300.00	\$5,100.00
78	2504.602	1" CURB STOP AND BOX	EACH	17	\$300.00	\$5,100.00
79	2504.603	1" TYPE K COPPER PIPE	LIN FT	600	\$25.00	\$15,000.00
80	2575.505	SODDING TYPE LAWN (INCL TOPSOIL & FERT)	SQ YD	4200	\$3.50	\$14,700.00

**Total - Round Lake Blvd Bituminous Trail Improvements \$257,050.00**

## C. SANITARY SEWER IMPROVEMENTS

81	2021.501	MOBILIZATION	LUMP SUM	1	\$1,000.00	\$1,000.00
82	2104.509	REMOVE CASTING	EACH	7	\$100.00	\$700.00
83	2503.602	REPAIR MANHOLE INVERT	EACH	2	\$550.00	\$1,100.00
84	2506.516	CASTING ASSEMBLY	EACH	7	\$750.00	\$5,250.00
85	2503.602	RECONNECT SANITARY SEWER SERVICE	EACH	1	\$500.00	\$500.00
86	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$2,000.00	\$2,000.00
87	2503.603	4" PVC PIPE SEWER - SDR 26	LIN FT	30	\$50.00	\$1,500.00
88	2506.602	RECONSTRUCT MANHOLES	EACH	1	\$1,500.00	\$1,500.00

**Total - Round Lake Blvd Sanitary Sewer Improvements \$13,550.00**

# Opinion of Probable Cost

**WSB Project:** Round Lake Boulevard Street Reconstruction Project  
**Project Location:** City of Coon Rapids  
**City Project No.:**  
**WSB Project No:** 1431-40

**Design By:** KAK & MCM  
**Checked By:** JLS  
**Date:** 2/13/2014

Item No.	MN/DOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
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## D. WATER MAIN IMPROVEMENTS

89	2021.501	MOBILIZATION	LUMP SUM	1	\$9,300.00	\$9,300.00
90	2104.501	REMOVE WATER MAIN	LIN FT	380	\$10.00	\$3,800.00
91	2104.501	REMOVE GATE VALVE AND BOX	EACH	22	\$750.00	\$16,500.00
92	2104.509	REMOVE VALVE VAULT	EACH	4	\$2,000.00	\$8,000.00
93	2104.509	REMOVE HYDRANT	EACH	11	\$750.00	\$8,250.00
94	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	49	\$1,500.00	\$73,500.00
95	2504.602	HYDRANT	EACH	11	\$4,000.00	\$44,000.00
96	2504.602	6" GATE VALVE AND BOX	EACH	15	\$1,500.00	\$22,500.00
97	2504.602	8" GATE VALVE AND BOX	EACH	6	\$1,750.00	\$10,500.00
98	2504.602	10" GATE VALVE AND BOX	EACH	1	\$2,500.00	\$2,500.00
99	2504.602	12" GATE VALVE AND BOX	EACH	4	\$3,500.00	\$14,000.00
100	2504.602	16" GATE VALVE AND BOX	EACH	7	\$6,500.00	\$45,500.00
101	2504.603	6" WATER MAIN-DUCT-IRON CL 52	LIN FT	110	\$70.00	\$7,700.00
102	2504.603	16" WATER MAIN-DUCT-IRON CL 50	LIN FT	40	\$120.00	\$4,800.00
103	2504.608	DUCTILE IRON FITTINGS	POUND	6800	\$7.00	\$47,600.00

**Total - Round Lake Blvd Water Main Improvements \$318,450.00**

## E. STORM SEWER IMPROVEMENTS

104	2021.501	MOBILIZATION	LUMP SUM	1	\$2,100.00	\$2,100.00
105	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	300	\$10.00	\$3,000.00
106	2104.509	REMOVE CASTING	EACH	28	\$100.00	\$2,800.00
107	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	2	\$750.00	\$1,500.00
108	2503.541	12" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	300	\$50.00	\$15,000.00
109	2503.602	REPAIR MANHOLE INVERT	EACH	2	\$500.00	\$1,000.00
110	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	6	\$750.00	\$4,500.00
111	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	12	\$500.00	\$6,000.00
112	2506.501	CONST DRAINAGE STRUCTURE DES SPECIAL 1	EACH	4	\$2,000.00	\$8,000.00
113	2506.516	CASTING ASSEMBLY	EACH	30	\$750.00	\$22,500.00
114	2573.530	STORM DRAIN INLET PROTECTION	EACH	30	\$150.00	\$4,500.00

**Total - Round Lake Blvd Storm Sewer Improvements \$70,900.00**

**CONSTRUCTION TOTAL \$2,142,900.00**

**CONTINGENCY TOTAL (5%) \$107,145.00**

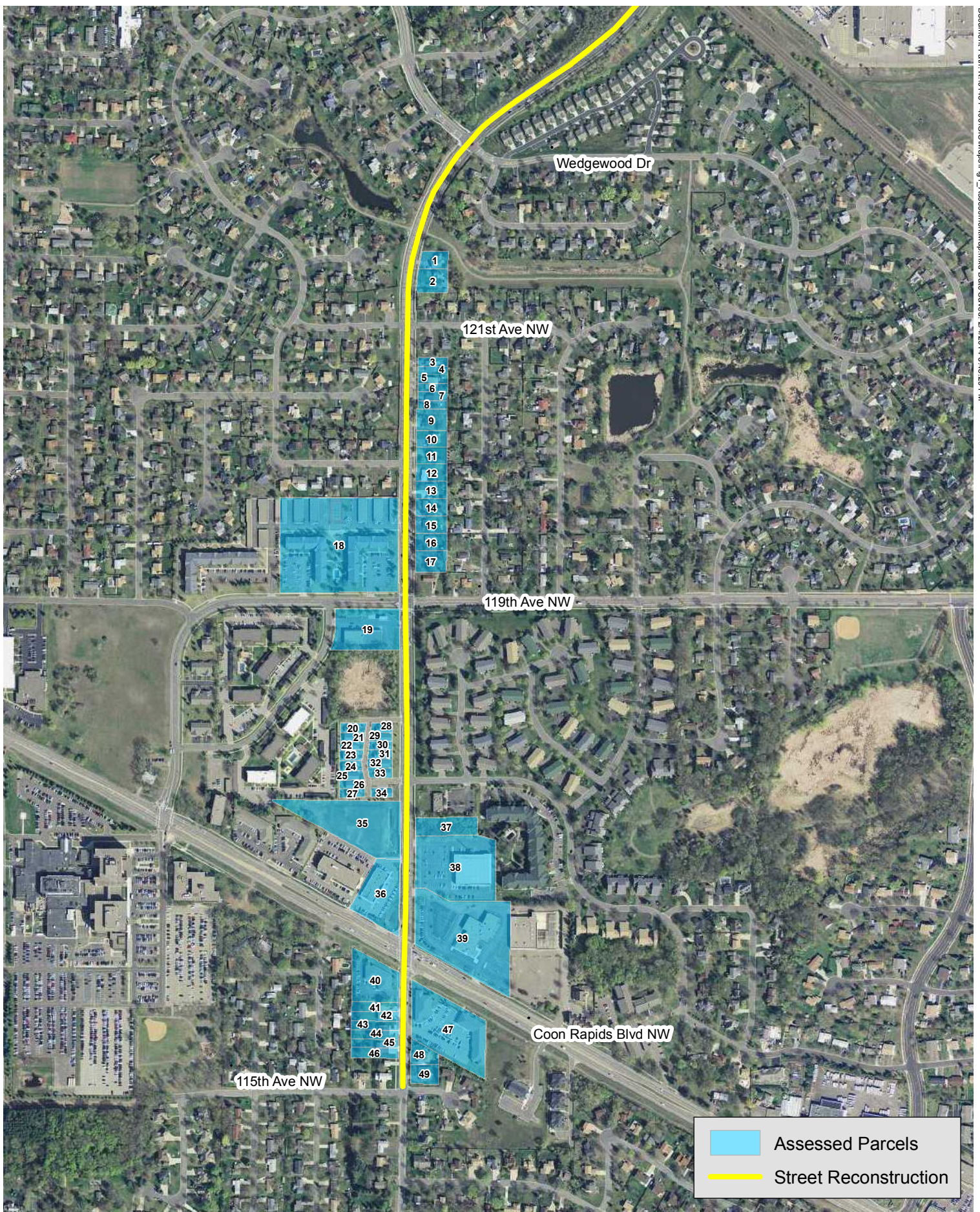
**INDIRECT COST TOTAL (17%) \$364,293.00**

**Grand Total - Street & Utility Improvement Project - Round Lake Blvd \$2,614,338.00**

## **APPENDIX C**

### **Preliminary Assessment Map Preliminary Assessment Roll**





**Figure 1. Assessed Parcels  
Round Lake Boulevard Street Reconstruction Project  
City of Coon Rapids**





### Preliminary Assessment Roll

WSB Project: Round Lake Boulevard Street Reconstruction Project

**Project Location: City of Coon Rapids**

WSB Project No. : 1431-40

Date: 2/12/2014

**Revised:**

**Printed:**

MAP ID	PIN	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE	ZIP CODE	PROPERTY ADDRESS	ASSESSMENT CATEGORY	ASSESSABLE FRONT FOOTAGE	ASSESSABLE UNIT	ASSESSMENT RATE	PROPOSED TOTAL ASSESSMENT
1	003-083124240088	NGUYEN TIEU V & VU HUE T	12125 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12125 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
2	003-083124240089	SHERWOOD BARBARA	12119 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12119 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
3	003-083124310049	ADEN SULEQA	12061 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12061 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	42	-	\$20.83	\$874.86
4	003-083124310050	GRASSMAN THOMAS M	14301 TUNGSTEN WAY NW	RAMSEY	MN, 55303	12057 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	42	-	\$20.83	\$874.86
5	003-083124310051	LINDBERG DELMAR	12053 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12053 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	42	-	\$20.83	\$874.86
6	003-083124310052	ELDEEB NAFISA	8406 SPRING LAKE RD	MOUNDS VIEW	MN, 55112	12049 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	42	-	\$20.83	\$874.86
7	003-083124310053	WILKINSON LINDA	12045 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12045 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	42.5	-	\$20.83	\$885.28
8	003-083124310054	FREEDOM HOLMS LLC	10221 UNION TERRACE LN N	MAPLE GROVE	MN, 55369	12041 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	42.5	-	\$20.83	\$885.28
9	003-083124310003	BENEFICIAL LOAN AND THRIFT CO	961 WEIGEL DR	ELMHURST	IL, 60126	12019 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 2	100	-	\$20.83	\$2,083.00
10	003-083124310078	WETZEL SCOTT A & CINDY A	12011 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12011 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
11	003-083124310077	TAHTINEN WAYNE P & CAROL E	12003 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	12003 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
12	003-083124310048	BETHEL CHARLES A & MAE M	11951 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11951 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
13	003-083124310047	OLSON DALE A	11943 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11943 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
14	003-083124310046	WATTS RUTH	11935 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11935 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
15	003-083124310045	SITARSKI ROBERT A & HEIDI A	11927 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11927 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
16	003-083124310044	MCCALL TERESA M	11919 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11919 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
17	003-083124310043	HIGGINBOTHAM JEFFREY	11911 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11911 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
18	003-083124320070	POINTE PROPERTIES	11455 VIKING DRIVE, SUITE 300	EDEN PRAIRIE	MN, 55344	3845 119TH AVE NW	APARTMENTS	456	-	\$20.83	\$9,498.48
19	003-083124330021	TONY & JULIE INC	1431 KINGSWOOD PONDS RD	EAGAN	MN, 55122	11872 ROUND LAKE BLVD NW	COMMERCIAL	200	-	\$41.65	\$8,330.00
20	003-083124330082	DEMARAI CAROL	11792 XENIA ST NW	COON RAPIDS	MN, 55433	11792 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
21	003-083124330083	GARETT-RETTKE SUSAN	11786 XENIA ST NW	COON RAPIDS	MN, 55433	11786 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
22	003-083124330084	SCHINKEL BETTY	11780 XENIA ST NW	COON RAPIDS	MN, 55433	11780 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
23	003-083124330085	OCONNOR DOROTHY I	11774 XENIA ST NW	COON RAPIDS	MN, 55433	11774 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
24	003-083124330086	ANDERSON KATHLEEN	11762 XENIA ST NW	COON RAPIDS	MN, 55433	11762 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
25	003-083124330087	GANGL MARY C	11756 XENIA ST NW	COON RAPIDS	MN, 55433	11756 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
26	003-083124330088	OLSON TRUSTEE MAJEL	11750 XENIA ST NW	COON RAPIDS	MN, 55433	11750 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
27	003-083124330089	MELSER TRUSTEE KENNETH & VIRNIG TRUSTEE LORRAINE	11744 XENIA ST NW	COON RAPIDS	MN, 55433	11744 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
28	003-083124330075	ROBIDEAU KEVIN	11789 XENIA ST NW	COON RAPIDS	MN, 55433	11789 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
29	003-083124330074	WHITE PAT	11783 XENIA ST NW	COON RAPIDS	MN, 55433	11783 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
30	003-083124330073	LIYCHIK LUELLA M	11777 XENIA ST NW	COON RAPIDS	MN, 55433	11777 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
31	003-083124330072	SCHLUTER EVELYN	11771 XENIA ST NW	COON RAPIDS	MN, 55433	11771 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
32	003-083124330071	DEAN MARGUERITE	11765 XENIA ST NW	COON RAPIDS	MN, 55433	11765 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
33	003-083124330070	FREDINE TRUSTEE BARBARA	11759 XENIA ST NW	COON RAPIDS	MN, 55433	11759 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
34	003-083124330069	HANFORD DONALD & CONNIE	11745 XENIA ST NW	COON RAPIDS	MN, 55433	11745 XENIA ST NW	HIGH DENSITY RESIDENTIAL	27.5	-	\$20.83	\$572.83
35	003-083124330081	MICHAEL MEDICAL IGH LLC	3120 WOODBURY DR	WOODBURY	MN, 55125	VACANT LOT	COMMERCIAL	278.84	-	\$41.65	\$11,613.69
36	003-173124220080	COON RAPIDS MARKETPLACE LLC	3120 WOODBURY DR STE 100	WOODBURY	MN, 55129	11650 ROUND LAKE BLVD NW	COMMERCIAL	379	-	\$41.65	\$15,785.35
37	003-083124340076	ANDERSON COMPANIES LLP	563 BIELENBERG DR STE 115	WOODBURY	MN, 55125	VACANT LOT	COMMERCIAL	88	-	\$41.65	\$3,665.20
38	003-083124340218	ANDERSON COMPANIES LLP	563 BIELENBERG DR STE 115	WOODBURY	MN, 55125	11707 ROUND LAKE BLVD NW	COMMERCIAL	253.2	-	\$41.65	\$10,545.78
39	003-173124210045	COON RAPIDS MEDICAL LLC	3500 AMERICAN BLVD WEST #200	BLOOMINGTON	MN, 55431	3789 COON RAPIDS BLVD NW	COMMERCIAL	266.6	-	\$41.65	\$11,103.89
40	003-173124220015	PARENT PROFESSIONAL PROPERTIES LLC	14117 ORCHID ST NW	ANDOVER	MN, 55304	3800 COON RAPIDS BLVD NW	COMMERCIAL	144	-	\$41.65	\$5,997.60
41	003-173124220014	LENZMEIER GARY W & MARIE E	4225 147TH LN NW	ANDOVER	MN, 55304	11570 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	45	-	\$20.83	\$937.35
42	003-173124220013	LENZMEIER GARY W & MARIE E	4225 147TH LN NW	ANDOVER	MN, 55304	11568 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	45	-	\$20.83	\$937.35
43	003-173124220074	SMITH REBECCA J	11548 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11548 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	45	-	\$20.83	\$937.35
44	003-173124220075	MAYFIELD DEENA	2119 110TH LN NW	COON RAPIDS	MN, 55433	11546 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	45	-	\$20.83	\$937.35
45	003-173124220072	ANDERSON PEDER J	11526 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11526 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	45	-	\$20.83	\$937.35
46	003-173124220073	BRUNEAU DANIEL M & AMY	11524 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11524 ROUND LAKE BLVD NW	DUPLEX LOT - TYPE 1	45	-	\$20.83	\$937.35
47	003-173124210033	PARENT PROFESSIONAL PROPERTIES LLC	14117 ORCHID ST NW	ANDOVER	MN, 55304	3750 COON RAPIDS BLVD NW	COMMERCIAL	284	-	\$41.65	\$11,828.60
48	003-173124210035	SWAN MICHAEL	11521 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11521 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
49	003-173124210036	RATH PATRICK B & BEVERLY JO	11511 ROUND LAKE BLVD NW	COON RAPIDS	MN, 55433	11511 ROUND LAKE BLVD NW	SINGLE FAMILY	-	1	\$1,667.00	\$1,667.00
Total Round Lake Boulevard Street Reconstruction Project Assessments											\$129,942.05

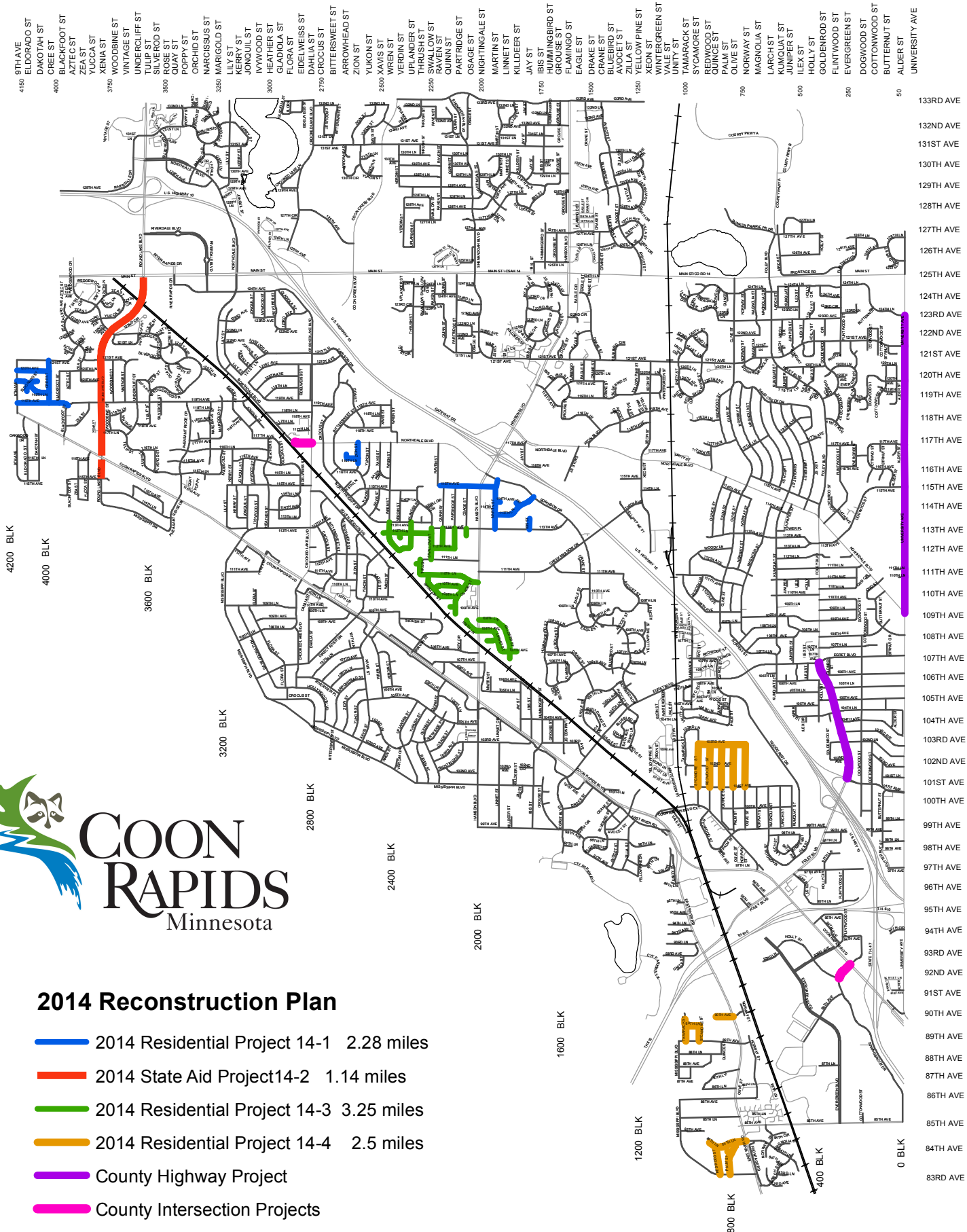
## **APPENDIX D**

### **City of Coon Rapids Street Reconstruction Plan City of Coon Rapids 2012 Pavement Rating**



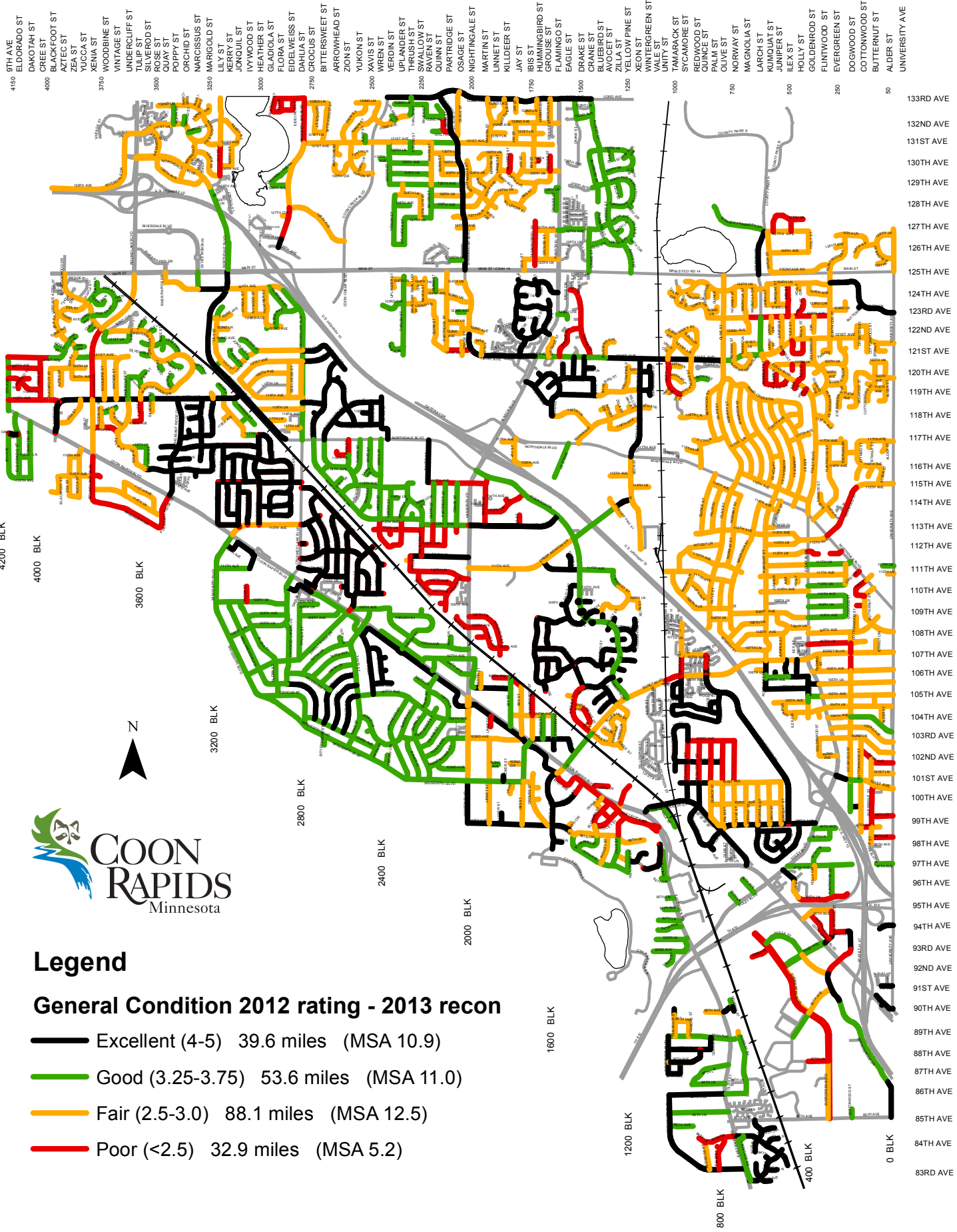
## 2014 Reconstruction Plan

- 2014 Residential Project 14-1 2.28 miles
- 2014 State Aid Project 14-2 1.14 miles
- 2014 Residential Project 14-3 3.25 miles
- 2014 Residential Project 14-4 2.5 miles
- County Highway Project
- County Intersection Projects



January 31, 2014





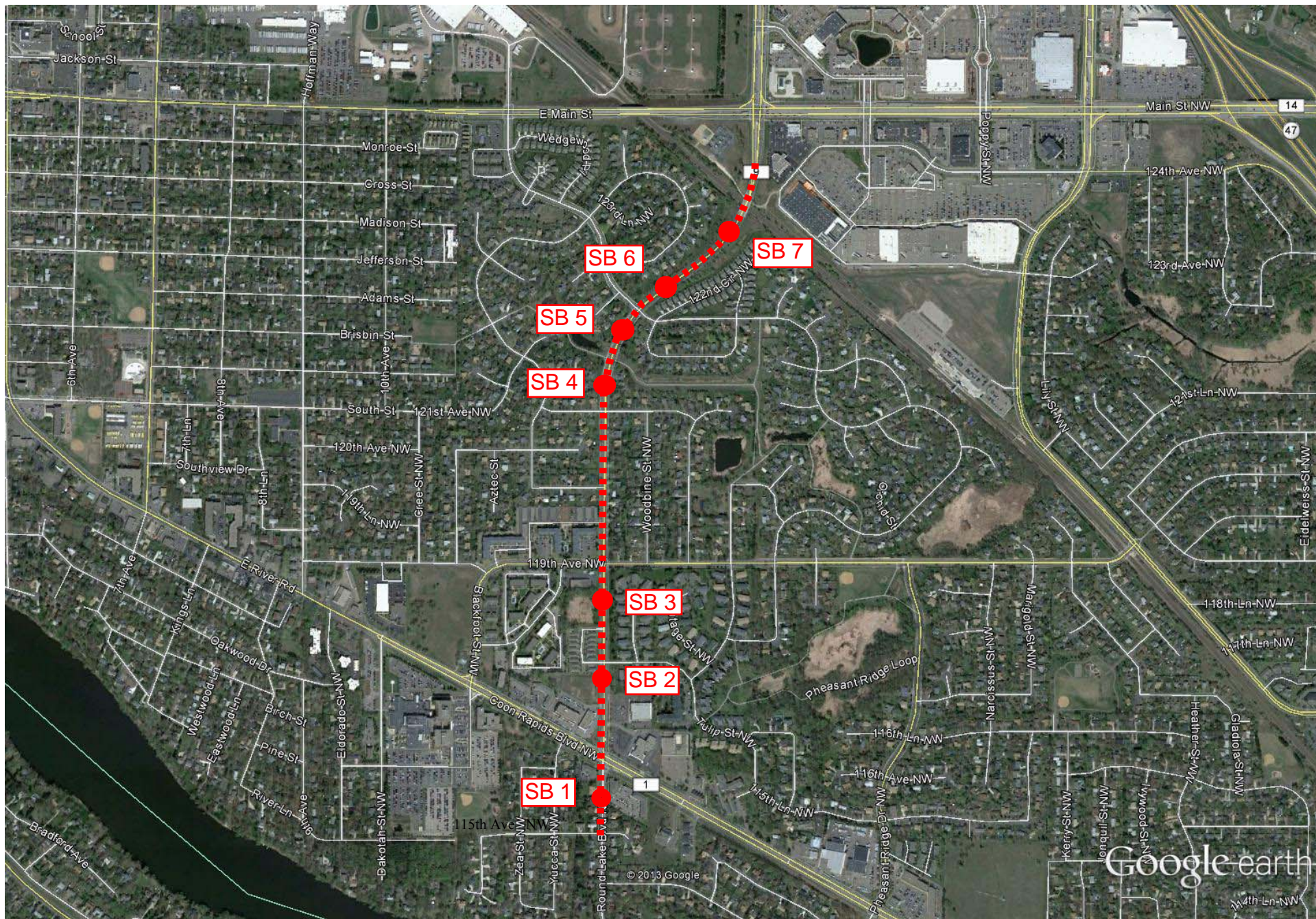
- Legend**
- General Condition 2012 rating - 2013 recon**
- Excellent (4-5) 39.6 miles (MSA 10.9)
  - Good (3.25-3.75) 53.6 miles (MSA 11.0)
  - Fair (2.5-3.0) 88.1 miles (MSA 12.5)
  - Poor (<2.5) 32.9 miles (MSA 5.2)

## **APPENDIX E**

### **2014 Geotechnical Report – Log of Test Borings**



# Project & Soil Boring Location Map



Round Lake Blvd Street Reconstruction - Coon Rapids, MN



**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-1**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/14/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.0	PAV	5 1/2" of bituminous over 7" of aggregate base.			
2.5	FILL	FILL: Silty Sand, fine-grained, trace of Gravel, dark brown, frozen.			
	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace of Gravel, brown, frozen to moist.	28		
6.0			12		
	SP	POORLY GRADED SAND, fine- to medium-grained, trace of Gravel, light brown, moist, medium dense. (Alluvium)	15		
11.0			15		
		END OF BORING.			
		Water not observed while drilling.			
		Water not observed to cave-in depth of 8 feet immediately after withdrawal of auger.			
		Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:17

DRAFT

**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-2**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/16/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.0	PAV	6" of bituminous over 6" of aggregate base.			
4.0	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, brown, frozen.	8		
11.0	SP	POORLY GRADED SAND, fine- to medium-grained, trace of Gravel, brown, moist, loose to medium dense. (Alluvium)	6 10 9		
		END OF BORING.  Water not observed while drilling.  Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:17

DRAFT

**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-3**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/14/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.0	PAV	6" of bituminous over 6" of aggregate base.			
4.0	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace of Gravel, brown, frozen.	37		
6.0	SM	SILTY SAND, fine-grained, dark brown, moist, loose. (Alluvium)	9		
11.0	SP	POORLY GRADED SAND, fine-grained, trace of Gravel, light brown, moist, loose. (Alluvium)	9		
		END OF BORING.			
		Water not observed while drilling.			
		Water not observed to cave-in depth of 7 feet immediately after withdrawal of auger.			
		Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:17

DRAFT

**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-4**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/16/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.0	PAV	5 1/2" of bituminous over 6 1/2" of aggregate base.			
4.0	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace of Gravel, brown, frozen.	40		
11.0	SP	POORLY GRADED SAND, fine- to medium-grained, trace of Gravel, brown, moist, loose to medium dense. (Alluvium)	13 10 12		
		END OF BORING.			
		Water not observed while drilling.			
		Water not observed to cave-in depth of 8 feet immediately after withdrawal of auger.			
		Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:17

DRAFT

**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-5**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/16/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.0	PAV	5 1/2" of bituminous over 7" of aggregate base.			
2.5	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace of Gravel, brown, frozen.			
	SP	POORLY GRADED SAND, fine- to medium-grained, trace of Gravel, brown, moist, medium dense. (Alluvium)	22		
			11		
			11		
11.0			18		
		END OF BORING.			
		Water not observed while drilling.			
		Water not observed to cave-in depth of 8 feet immediately after withdrawal of auger.			
		Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:17

DRAFT



**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-6**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/16/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.0	PAV	5 1/2" of bituminous over 7" of aggregate base.			
4.0	FILL	FILL: Poorly Graded Sand with Silt, fine-grained, trace of Gravel, light brown, frozen.	40		
11.0	SP	POORLY GRADED SAND, fine- to medium-grained, trace of Gravel, brown, moist, medium dense to dense. (Alluvium)	32 11 11		
		END OF BORING.			
		Water not observed while drilling.			
		Water not observed to cave-in depth of 6 1/2 feet immediately after withdrawal of auger.			
		Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:17

DRAFT

**Braun Project SP-13-07909**

**Geotechnical Evaluation  
2014 Rehabilitation Projects  
Various Routes  
Coon Rapids, Minnesota**

**BORING: ST-7**

LOCATION: Round Lake Boulevard See attached sketch.

DRILLER: J. Chermak

METHOD: 3 1/4" HSA, Autohammer

DATE: 1/16/14

SCALE: 1" = 4'

Depth feet	ASTM Symbol	Description of Materials (ASTM D2488 or D2487)	BPF	WL	Tests or Notes
0.0					
1.1	PAV	5 1/2" of bituminous over 8" of aggregate base.			
	FILL	FILL: Silty Sand, fine- to medium-grained, trace of Gravel, brown, frozen to moist.	40		
6.0			22		
	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace of Gravel, brown, moist.	20		
11.0			30		
		END OF BORING.			
		Water not observed while drilling.			
		Water not observed to cave-in depth of 7 feet immediately after withdrawal of auger.			
		Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING-DRAFT N:\GINT\PROJECTS\STPAUL\2013\07909.GPJ BRAUN\_V8\_CURRENT.GDT 1/27/14 12:18

DRAFT

## **APPENDIX F**

### **Neighborhood Meeting Sign-in Sheet FAQ Handout Public Comment Summary**

**Neighborhood Open House**  
**6:30 PM – Tuesday, February 11, 2014**

**Sign-In Sheet**  
**Round Lake Boulevard Street Reconstruction Project**  
**WSB Project No. 1431-40**

Name	Address	Telephone	Email/Mobile/Fax	Comment
Gary Kenzmeier	4225 147th Lane NW	763-986-1407	garykenz@aol.com	
Louie Holm	11780 Xenia St NW	763-757-1305	janlou1305@comcast.net	
Teresa McCall	11919 Round Lake Blvd	763-228-7214	tmccall0904@gmail.com	want to have replace mailbox/will provide
Kevin Rosier	11789 Xenia St NW	763-421-1611	KRosier@CenturyLink.net	
Jerry Koch	10560 Mississippi Blvd	612-599-8266	City Council	

box  
new  
part



11155 Robinson Drive  
Coon Rapids, MN 55433  
[www.ci.coon-rapids.mn.us](http://www.ci.coon-rapids.mn.us)  
763-767-6465

## Round Lake Boulevard Street Reconstruction Project

### Frequently Asked Questions:

#### **Q: How was this project initiated?**

**A:** On December 17, 2013, the Coon Rapids City Council authorized the preparation of an engineering feasibility report for the Round Lake Boulevard Street Improvements Project.

#### **Q: What work is proposed?**

**A:** The City of Coon Rapids is working to provide residents with a safer, smoother and structurally sound roadway and utility system. Although an inconvenience to our daily routines, construction is necessary to ensure that motorists are provided with safe and functional roads, and so that repairs and improvements can be made to aging underground infrastructure.

The Round Lake Boulevard Street Improvements Project is part of the City's 2014 Street Reconstruction Program, which is based on street pavement rating completed by the City in 2012. Street Rating is completed every three years and the reconstruction program is updated on the same three year cycle.

#### **Q: When will this project occur?**

**A:** Construction is anticipated to take place between June and December of 2014, although most substantial roadway work will occur within six to eight weeks. More detailed schedule information will be made available to residents as the project moves through design and into construction.

#### **Q: How much is this project going to cost me?**

**A:** Financing for the Round Lake Boulevard Street Improvements Project will come from State Aid funds, City CIP funds and Special Assessments to benefiting properties. The current assessment rate for reconstruction projects on existing streets is \$1,667.00 per single family lot, \$20.83 per front foot for duplex and high density residential and \$41.65 per front foot for commercial lots.

#### **Q: Will I always have access to my driveway?**

**A:** Residents will have access to their driveways for the majority of the construction project. However, when the concrete apron and concrete curb and gutter are being replaced in front of your driveway, the City requires a 5-day minimum curing time with no disturbance to the concrete during this time. There also may be short periods during the day where a resident may not have access to his/her driveway due to roadway construction. Property owners will be provided as much advance notification as possible when access to driveways will be restricted. During these times, which will be minimized to the greatest extent possible, on-street parking will be available to residents in lieu of driveway access.

#### **Q: Can entire driveways be replaced as part of the project?**

**A:** The City will make the information available to help you contact the contractor directly, but it will not be included in the project contract. Full driveway replacement outside of the project contract is NOT assessable. If you wish to have your driveway fully paved, you will need to pay the Contractor directly.

**Q: Where will I be able to pick up my mail? How will garbage service be affected?**

**A:** Residents will be notified at the start of construction if removal of their mailbox is necessary to complete the work. If so, the contractor will install temporary mailboxes as determined by the Post Office and residents will be notified of their location. The existing mailbox will be salvaged until after construction and reinstalled in a similar location.

Trash pickup in the neighborhood will take place on the same day it currently occurs. The contractor will provide access to the neighborhood to garbage trucks for pickup, or coordinate with the disposal service providers during the occasional exception throughout the project to minimize inconvenience to the residents.

**Q: How will the school bus pick up my children?**

**A:** The City will coordinate with the bus company to determine if an alternate pick-up location is required during construction. If a new location is required, the affected residents will be notified in advance.

**Q: Will the contractor work in front of my house on weekends?**

**A:** The City of Coon Rapids has specified the following work hours:

Monday – Friday	7:00 a.m. - 10:00 p.m.
Saturday	Only with approval of the City Manager
No work on Sundays or Holidays	

**Q: Will the areas of my lawn that are disturbed be replaced?**

**A:** Sections of maintained lawn that need to be removed for construction will be restored with new sod or seed at the end of the project. The contractor is responsible for watering the new sod for 30 calendar days following installation, after which it is the homeowner's responsibility. Please do not mow new sod with the rest of your lawn as this will kill it and void the contractor's warranty. All residents will receive mailings notifying them of the end dates of the contractor's sod maintenance period, as well as tips on how best to care for new sod.

**Q: How are landscaping features and lawn irrigation systems dealt with during construction?**

**A:** The contractor will work to protect most items such as small retaining walls, landscape features, or irrigation systems found in the homeowner's yard. In the event these items cannot be protected, it is the homeowner's responsibility to move the landscape feature out of the way of construction. The City does not replace landscaping within the right-of-way. For underground items such as invisible pet fences and irrigation lines within the City right-of-way, all homeowners are responsible to mark them so that the contractor can work around them and protect them as much as possible from damage. If sprinkler systems are damaged, the City's Contractor will take care of the repairs. If you have any landscaping or underground items that you would like to save and reinstall yourself following construction please plan to remove these items from the right-of-way.

**Q: How are special deliveries, weddings, graduations, garage sales, etc. to be addressed during construction?**

**A:** If you are anticipating a special delivery, open house, or any other activity during the summer construction schedule, please notify the onsite project representative of the time and date in which this will occur. The contractor and project staff will do their best to provide access and/or on street parking as necessary.

**Q: Where can I find additional project information?**

As it becomes available, project information can be found on the City of Coon Rapids' web page at [www.ci.coon-rapids.mn.us](http://www.ci.coon-rapids.mn.us). If you have any questions or comments regarding the project prior to construction, please contact the Engineering Department at 763-767-6465.

Public Response for Project - Received by WSB & Associates, Inc.						
Meeting Minutes/Comments & Questions						
Item #	Resident Name	Resident Address	Phone	Date Received	Comments/Questions	Response to Questions Asked
1	Teresa McCall	11919 Round Lake Blvd.	763-228-7214	2/11/2014	In favor of reconstruction. Would like more traffic control on Round Lake Blvd. Wants to have her mailbox replaced. She could provide new box and post.	
2	Gary Lenzmeier	4225 14 7th Lane NW	763-286-1407	2/11/2014	I have had sewer drainage problems at 11570 Round Lake Blvd for several years requiring a service to come and clear the lines to the city sewer about once a year. A few years ago Roto Rooter sent a camera down the line and determined that there was a dip in the line at about 85 feet. Since Roto Rooter also told me that the sewer connect was about 100 feet from the property I suspect that the dip may be someplace in the street. Would it be wise to have the dip corrected at the time the street gets done?	We will review with City staff and determine appropriate corrective measures.
3	Louie Holm	11780 Xenia Street NW	763-757-1305	2/11/2014	1. What will happen to our sprinkler system located on the Boulevard? 2. What are the options for paying our assessment?	1. Make sure to let contractor know about the sprinkler system/heads and mark them. Contractor will try to avoid disterbance to the sprinklers during construcion. 2. Pay assessment within 30days of notice there is no interest. Or can pay over 10 years with interest.
4	Kevin Robideau	11789 Xenia Street NW	763-421-1611	2/11/2014	1. Will there be access for emergency vehicles on Round Lake Boulevard? 2. Which tax statement does the assessment get attached to?	1. Yes, emergency vehiles will be able to access Round Lake Boulevard. 2. 2015 Tax statement.
5	Jerry Koch	10560 Mississippi Blvd.	612-599-8266	2/11/2014		

**RESOLUTION NO. 14-2(4)**

**(4) RESOLUTION ACCEPTING FEASIBILITY REPORT  
AND ORDERING PUBLIC HEARING ON IMPROVEMENT**

**WHEREAS**, pursuant to resolution of the Council adopted on the 5th day of February, 2014, a report has been prepared by WSB & Associates, Inc. with reference to the improvement of Round Lake Boulevard from 115th Avenue NW to 450 feet south of Main Street by street reconstruction, and this report was received by the Council on the 18th day of February, 2014; and

**WHEREAS**, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$2,614,338.00.
2. A public hearing shall be held on such proposed improvement on the 18th day of March, 2014 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 18th day of February, 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



**RESOLUTION NO. 14-2(10)**

**(10) RESOLUTION DECLARING COST TO BE ASSESSED  
AND ORDERING PREPARATION OF  
PROPOSED ASSESSMENT ROLL**

**WHEREAS**, a contract is proposed to be let for the improvement of Round Lake Boulevard from 115th Avenue NW to 450 feet south of Main Street by street reconstruction and the contract price for such improvement is estimated to be \$2,250,038.00 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$364,300.00, so that the total cost of the improvement is estimated to be \$2,614,338.00 and of this cost the City will pay \$2,484,395.95 as its share of the cost; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:**

1. The cost of such improvement to be specially assessed is hereby declared to be \$129,942.05.
2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 18th day of February, 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk

**RESOLUTION NO. 14-2(11)**

**(11) RESOLUTION FOR HEARING ON  
PROPOSED ASSESSMENT ROLL**

**WHEREAS**, per a Resolution passed by the Council on the 18th day of February, 2014, the City Clerk was directed to prepare a proposed assessment of the cost of improving Round Lake Boulevard from 115th Avenue NW to 450 feet south of Main Street by street reconstruction; and

**WHEREAS**, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS,  
MINNESOTA:**

1. A hearing shall be held on the 18th day of March, 2014, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 18th day of February, 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1750

15.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Accept Proposal and Authorize Execution of Agreement for Engineering Services for Project 14-19 - 2014 Well Rehabilitation Program

**Submitted For:** Steve Gatlin, City Manager

**From:** Cher Ridout, Admin Secretary II

---

**INTRODUCTION**

Following completion of a water system master plan in 2001, the City began a comprehensive well rehabilitation program. The initial phase of the well rehabilitation program took six years. All 25 of the City's municipal wells, as well as booster pumping systems at both treatment plants, were rehabilitated. In 2011, we began a new 5-6 year well rehabilitation program.

**DISCUSSION**

Work was done on some of the wells in 2011 and 2012. A program was planned for implementation in the fall of 2013. The 2013 Well Rehabilitation Program was to include work at Wells 19, 20, 22, and 23. However, work did not proceed in 2013 and is now proposed to begin in 2014. In general, the well rehabilitation tasks will include:

- Checking pump motors
- Pulling pumps and inspecting line shafts and replacing components as necessary
- Replacing pumps and motor parts as needed
- Videotaping wells
- Checking water level and measuring devices at each well
- Assessing need for sand removal and possible well redevelopment
- Check well digital flow monitoring

For the past several years, the consulting firm of Progressive Consulting Engineers, Inc. (PCE) has provided water system design services. We recently received a proposal from PCE for design and construction services for the 2013 Well Rehabilitation Program to be completed in 2014. The work proposed for the well rehabilitation program is outlined in a proposal from PCE dated November 11, 2013. Work will be completed by May of 2014. This schedule will allow work on the wells to be completed before the high water demand period in summer of 2014.

**RECOMMENDATION**

Staff recommends the City Council accept the proposal for engineering services for the 2013/2014 Well Rehabilitation Program from Progressive Consulting Engineers, Inc. and authorize execution of the agreement for engineering services in accordance with the proposal dated November 11, 2013.

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**BUDGET IMPACT:**

The proposal contains a lump sum fee for engineering services in the amount of \$37,140. A total estimated construction cost will be determined upon completion of the plans and specifications and a further review of the well conditions.

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**Attachments**

**PCE Proposal**

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November 11, 2013

Rick Bednar  
Utilities Supervisor  
City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

Re: Proposal for Engineering Services – 2013 Well Rehabilitation Program:

Dear Mr. Bednar:

Progressive Consulting Engineers (PCE) is pleased to present this proposal to the City of Coon Rapids for Design & Construction Services for the 2013 Well Rehabilitation Project. The content of this proposal includes our understating of the scope of work and our project team.

#### **Project Team**

PCE will be responsible for the overall project design. Naeem Qureshi will be the Principal-in-Charge and will have overall corporate responsibility for quality control. Yoko Nomura will be the Project Manager and will be responsible for overall project design and organization. Lance Newman will be involved in quality control/quality assurance review of documents prior to publication.

#### **Scope of Work**

Based on our discussion with the City of Coon Rapids Utilities Supervisor, Rich Bednar, the 2013 Well Rehabilitation project will include work at Well Numbers 19, 20, 22, and 23. Redevelopment of one of the wells may be necessary. We have provided the cost of this work separately.

In general, the 2013 Well Rehabilitation tasks will include:

1. Checking pump motors, replacing upper and lower motor bearings and motor repairs.
2. Pulling pumps, inspecting line shaft, bearings, packing, column, bowls, and impellers. Replacing components as necessary. Aligning well as needed.
3. Replacing pumps and motor parts as necessary.
4. Gamma logging and videotaping the wells.
5. Assess need for sand removal and redevelopment. Bailing, redevelopment, test pumping, and disinfection will be included as bid items in the specifications.
6. Check Drexelbrook water level measuring devices at each well.
7. Check digital flow signal.

## **Engineering Services**

### ***Task Series 100: Pre-Design***

This task will include the initial design effort required for the rehabilitation of the wells. Pump curves, system curves, and drawdown data will be examined.

### ***Task Series 200: Specifications and Contract Documents***

This task includes preparation of the drawings and specifications and preparation of cost estimates. Two review meetings with the City are included under this task.

### ***Task Series 300: Pre-Bid Assistance***

Pre-bid assistance will include producing bid documents, advertising assistance, interpretation of plans & specification, addendum preparation, and requalification assistance. A pre-bid meeting is included under this task.

### ***Task Series 400: Post-Bid Assistance***

Post-bid assistance will include attending the bid opening, tabulating & evaluation the bids, and preparing the contracts.

### ***Task Series 500: Construction Administration***

PCE will be responsible for viewing the services provided by the contractor, shop drawing review, review & recommendation for progress payments, and record drawings. Payment for these engineering services is based on PCE's hourly rates. A pre-construction meeting and monthly construction progress meetings are included under this task.

### ***Alternative Task Series 600: Well Redevelopment***

Preparation of plans and specifications for redeveloping one well will be created. We have included the additional site observation during redevelopment of the well.

## **Compensation**

We propose to perform the tasks for the 2013 Well Rehabilitation project described above for the following lump sum amounts:

Pre-Design	\$ 1,580
Construction Documents and Bid Phase Services	\$ 16, 880
Construction Phase Services *	\$ 13,720
<b>Subtotal Labor Fees</b>	<b>\$ 32,180</b>
Additional Well Redevelopment Services	\$ 4,960
<b>Grand Total with Redevelopment</b>	<b>\$ 37,140</b>

\*Construction Phase services will be billed on an hourly basis, but for budgeting purposes, we have included an estimated amount for construction services.

**2013 Well Rehabilitation Project**

Wells 19, 20, 22, and 23

Coon Rapids, Minnesota

**PCE Hour and Fee Estimate**

		Project Principal	Project Mgr.	Project Engr.	Tech.	Admin. Assistance	TOTALS
<i>Hourly Rates →</i>		\$160	\$120	\$100	\$70	\$60	
<b>Task Series 100 Pre Design</b>							
105	Project Initiation Meeting w City		2	2		1	5
110	On site visit to inspect wellhouses		2	2			4
111	Onsite retrieval of well & wellhouse data		1	2			3
120	Review pump and drawdown data		1	2			3
<i>Subtotal Task Series 100 Hours</i>			6	8	0	1	15
<b>Pre Design Subtotal - Labor Cost:</b>		<b>\$0</b>	<b>\$720</b>	<b>\$800</b>	<b>\$0</b>	<b>\$60</b>	<b>\$1,580</b>
<b>Task Series 200 Specifications and Contract Documents</b>							
210	Prepare Plans		4	40	24		68
220	Prepare Specifications		2	8		8	18
225	75% P & S review meeting w/ City		3	3		1	7
230	Incorporate comments from 75% review		4	8	12		24
235	Final review meeting w/ City for P & S		3	3		1	7
240	Incorporate comments from final review into P & S		2	4	8		14
250	Prepare Final P & S for publication					2	2
260	Quality control review	4	3				7
270	Prepare cost estimate		2	4			6
280	Final submittals to MDH for review and approval					2	2
<i>Subtotal Series 200-300 (Construction Docs &amp; Bid Phase) Hours</i>		4	29	86	44	18	181
<b>Subtotal Labor Cost:</b>		<b>\$640</b>	<b>\$3,480</b>	<b>\$8,600</b>	<b>\$3,080</b>	<b>\$1,080</b>	<b>\$16,880</b>
<b>Task Series 400 Post-Bid Assistance</b>							
410	Attend bid opening		1				1
420	Tabulate and evaluate bids			1			1
450	Prepare contracts			2		2	4
<b>Task Series 500 Construction Period Services</b>							
510	Pre Construction Meeting		3	3		1	7
515	Construction Progress Meetings (8)		16	6			22
516	Progress meeting documentation			8		4	12
520	Shop drawing and O & M manual reviews and coordination			4			4
530	Review and Process Change Orders		2	4			6
540	Preparation of Pay Requests		4	8		8	20
550	Construction observation/progress inspection		4	40			44
560	Substantial completion inspection and punchlist coordination		3	6		4	13
570	Final completion inspection			3		2	5
<i>Subtotal Series 400-500 (Construction Phase) Hours</i>		0	33	85	0	21	139
<b>Subtotal Labor Cost:</b>		<b>\$0</b>	<b>\$3,960</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$1,260</b>	<b>\$13,720</b>
<b>TOTAL ESTIMATED FEE</b>		<b>\$640</b>	<b>\$8,160</b>	<b>\$17,900</b>	<b>\$3,080</b>	<b>\$2,400</b>	<b>\$32,180</b>
<b>Alternative Well Re-Development Task Series 600</b>							
610	Plans & Specifications		8				8
620	Construction Observation			40			40
<i>Subtotal Task Series 600 (Redevelopment) Hours</i>		0	8	40	0	0	48
<b>Subtotal Labor Cost:</b>		<b>\$0</b>	<b>\$960</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,960</b>

Pre-Design	\$1,580
Construction Documents and Bid Phase Services	\$16,880
Construction Phase Services	\$13,720
<b>Subtotal Labor Fees</b>	<b>\$32,180</b>
Additional Well Redevelopment Services	\$4,960
<b>Grand Total with Redevelopment</b>	<b>\$37,140</b>



AI-1722

16.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Consideration for Consultant Selection for Completing Water System Master Plan Update and Approving Consultant Services Agreement - Project 14-20

**Submitted For:** Steve Gatlin, City Manager

**From:** Cher Ridout, Admin Secretary II

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**INTRODUCTION**

The Water Utility Budget for 2014 has funds set aside for completion of the water system master plan update. The water system master plan was last updated in 2000 and needs updating at this time. Staff has solicited proposals from several interested consulting engineering firms and have gone through an extensive evaluation process.

**DISCUSSION**

The City of Coon Rapids Comprehensive Water System Master Plan was last updated in 2000. Major water system improvements have been completed that were recommended in the 2000 master plan. These included the following:

- Expansion of both municipal water treatment plants
- Construction of new 2.5 MG elevated storage tank
- Construction of two new municipal wells and connecting watermain
- Implementation of major annual well rehabilitation program

It is necessary every 10-15 years to re-evaluate the water system to make sure it is meeting the current needs of the consumers and the City. Issues of concern will be evaluated in the water system master plan update that have been identified in the Request for Proposals (RFP) prepared by the City Public Works Director dated December 30, 2013. A copy of the RFP is attached.

Significant issues to be addressed in the updated master plan include:

- Energy demands and possible ways to reduce energy usage
- 5-10 year Capital Improvement Plan needs for water system improvements
- Ways to reduce water system fixed and variable costs
- Recommendations for water system electronic monitoring and security system enhancements

Staff originally prepared a list of prequalified consulting engineering firms and solicited proposals from four of these firms. After receiving proposals, we evaluated all four. The evaluation process has now been completed.

Criteria used in selecting the consultant included:

- Detail in the technical work plan
- Similar project experience
- Project fee
- Special or extra services to be provided

Based on our evaluation, staff has determined that the firm of Bolton & Menk, Inc. has provided the proposal which best meets the needs of the City of Coon Rapids. Once the Council approves the consultant selection and the consultant services agreement, Bolton & Menk, Inc. will start the study in late February. The draft report will be



completed in April with a final report available for City Council review in May. The final report will also form the basis for the City's 5 and 10 year capital improvement plan for the water system.

### **RECOMMENDATION**

Staff recommends that the City Council approve the selection of Bolton & Menk, Inc. Consulting Engineers and Surveyors, to complete the City's Water System Master Plan Update for a fee of \$47,626.00, approve the consultant services agreement, and authorize execution of the agreement by appropriate City officials.

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### **BUDGET IMPACT:**

The 2014 Water Operating Budget contains \$60,000 to complete the water system master plan. The proposal from Bolton & Menk, Inc. indicates a fee of \$47,626.00. Therefore, the fee can be accommodated within the existing water system operating budget.

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### **Attachments**

Request for Proposals

Bolton & Menk Agreement

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**Request for Proposal**  
City of Coon Rapids  
Comprehensive Water System Study  
December 30, 2013

**I. Introduction**

The City of Coon Rapids is seeking proposals to complete a Comprehensive Water System Study update, and rate study. The last Comprehensive Water Study was completed for the City in 2000. Since the City is primarily built out, the main focus of this study will be to evaluate the current and future operations and maintenance costs as well as a long range planning of infrastructure rehabilitation and/or replacement. Additionally, several locations within the City are targeted for redevelopment necessitating the need for a comprehensive review of the City's overall water distribution system. Work is expected to commence on this project in early February 2014, and must be completed by April 11, 2014. This study will be used for budgetary purposes by evaluating and identifying needed capital improvements, determining overall system replacement costs, and providing recommendations for alternative funding options.

**II. Scope of Project**

Provide the City of Coon Rapids with a Comprehensive Water System Study relative to the elements of distribution, source(s) of supply, storage, water treatment, and drinking water quality. The study shall further provide a 20-year Capital Improvement Program (CIP), broken into 5-year increments, identifying recommendations and implementation strategies to address deficiencies that may be discovered during an evaluation of existing facilities. The study must also include cost estimates for recommended improvements that will account for system deficiencies, future improvements necessary to accommodate anticipated growth/decline of the City, and a systematic replacement/rehabilitation of the distribution (pipe) system.

**III. Goals and Objectives**

The project shall provide the City with a report that identifies needed capital improvements for the water system and an implementation schedule. The report shall address both deficiencies in the existing system and capital improvements for future system expansion; including options for funding the recommended improvements. An existing WaterCAD model of the City's water system shall be updated and used to analyze both the existing and future system for multiple demand scenarios.

**IV. Project Tasks**

1. Analyze population trends for the City and determine design population for design years 5, 10, 15 and 20 years from the present.
2. Analyze consumption trends for residential and commercial/industrial uses, and determine current average demand and water use projections for each type of use.
3. Based on analysis of current and proposed land use and zoning, determine average demand per type of use for design years and ultimate saturation of the proposed service area.
4. Develop individual projections of future consumption for any high volume water users as identified by the City or by Task 2.
5. Determine maximum daily and peak hourly demands for the design years based on historical water use.

6. Determine impacts of any system deficiencies and/or recommended improvements on the City's current fire protection rating (ISO classification), which was last completed in 2012.
7. Evaluate water quality characteristics at the wellheads with respect to current and proposed drinking water regulations with the Minnesota Department of Health and the Federal Safe Drinking Water Act. Analyze impacts of these regulations on the City's water supply and wellhead protection plan.
8. Based on City staff input, as well as proposed state and federal requirements, perform an evaluation of the well supply and treatment needs.
9. Update the City's existing WaterCAD model of the water distribution system, and the City's existing water base map. Evaluate the adequacy of the existing distribution system as well as the ability to function under future demand scenarios.
10. Perform field-testing with assistance from City staff, as necessary, to validate and calibrate the WaterCAD model to within industry standards for use in master planning.
11. Using the calibrated WaterCAD model, evaluate current deficiencies in the City's water system with respect to pressure, available fire flow, etc. Utilize an extended period simulation (EPS) in the model to analyze operations and balance of the existing tower(s).
12. Using the calibrated model and EPS scenarios, evaluate and make recommendations regarding the type, locations and sizing of future supply, treatment, and storage facilities. In addition, identify any additional facilities (booster stations, etc.) or trunk watermain improvements and extensions needed to serve future service areas. This would include evaluating up to 3 sites for a potential future elevated storage facility (if necessary to improve efficiencies in the system).
13. Analyze current energy demands of the system as a whole and provide recommendations for reductions to energy usage/costs.
14. Prepare a 5 and 10 year Capital Improvement Plan (CIP) for the water system, including alternative options for funding the recommended improvements, and impacts (positive and negative) to on-going operations and maintenance costs.
15. Identify system-wide fixed and variable costs to assist in determining appropriate water rates.
16. Evaluate and prepare costs estimates for the distribution system, including a long range plan for a systematic replacement and/or rehabilitation program.
17. Review and analyze the City's conservation rates to assist in determining the appropriate consumption level for each tier category (when does demand trigger higher operational costs).
18. Provide recommendations regarding potential electronic monitoring and security enhancements for the system.
19. Present the draft report to the City Council.
20. Upon completion of these tasks, produce a full bodied report which includes the following data at a minimum:

**TEXT**

- Executive Summary
- Planning Estimates, assumptions and projections
- Evaluation of existing system and recommendations regarding deficiencies, needed improvements, and/or operational changes
- Results of water quality analysis and impacts of current and proposed state and federal drinking water regulations (water quality standards and goals)
- Recommended future improvements to supply, treatment, storage, and distribution system; including a proposed timeline for such system improvements

- Impacts of system deficiencies and/or recommended improvements on the City's ISO classification, energy usage, and operations & maintenance
- Recommended CIPs

### **TABLES**

- Existing supply, storage and treatment facilities including pertinent design and operational data
- Historical population and forecast population for design years
- Historical water demand and forecast for design years including various peaking factors and basis of design
- Storage volume analysis
- Recommended CIPs
- Estimated water distribution infrastructure costs, with a systematic replacement and/or rehabilitation schedule
- Evaluation of locations and associated costs for siting a future elevated storage facility

### **FIGURES/MAPS**

- Existing service area
- Existing water distribution system layout
- Existing average day and peak hour pressure contours
- Existing maximum day available fire flow contours
- Proposed service area
- Proposed water distribution system layout
- Proposed average day and peak hour pressure contours
- Proposed maximum day available fire flow contours
- Pipe and node map

These mapping updates must be integrated into the City's current GIS/City Works asset management system and database.

### **COMPUTER MODEL**

- Provide CD of updated computer model, including pdf of report and all figures included in the report

### **FINANCIAL ANALYSIS**

- Project costs for the next ten (10) years and perform a cost of service analysis
- Project billable units for the next ten (10) years
- Evaluation of the system with regard to energy usage and demand, conservation rate tier structure, and on-going fixed vs. variable costs
- Evaluation of recommended system improvements with regard to on-going operations and maintenance costs
- Comprehensive approach to the systematic replacement/rehabilitation of the distribution system
- Identification of alternative sources and means of funding improvements
- Prepare a draft report for review by the City Council

- Publish final report after City Council comments are received

V. Materials to be provided by the City:

**MATERIALS**

- City population projections from the State Demographer's office and City Planner
- Maps of City; including overall water system, current land use, proposed land use, current zoning, and elevation contours
- As-builts of existing storage, supply, treatment, distribution system, etc. (to be provided as necessary and available)
- 2011 WaterCAD model
- Water pumping and billing records
- Water quality data
- 2007 Emergency and Conservation Plans
- Existing Comprehensive Water System Study, dated 2000
- Existing Comprehensive Sanitary Sewer Study, dated 2006
- Most recent City of Coon Rapids Comprehensive Plan
- Historical budget data for the Water Utility Fund
- General information as available

**SERVICES**

- Access to facilities
- Access to available information
- Assistance in acquiring field data as necessary

Note: Operation of all City facilities will be by City staff only.

VI. Department Contacts

Prospective responders who may have questions regarding this Request for Proposal may call, email, or write:

Rick Bednar  
 Utilities Supervisor  
 1831 111<sup>th</sup> Avenue NW  
 Coon Rapids, MN 55433  
 Phone: 763-767-6576      e-mail [rbednar@coonrapidsmn.gov](mailto:rbednar@coonrapidsmn.gov)

or

Tim Himmer, P.E.  
 Public Works Director  
 11155 Robinson Drive NW  
 Coon Rapids, MN 55433  
 Phone: 763-767-6494      e-mail: [thimmer@coonrapidsmn.gov](mailto:thimmer@coonrapidsmn.gov)

## VII. Submission of Proposals

All proposals must be sent to and received by:

Tim Himmer, P.E.  
Public Works Director  
11155 Robinson Drive NW  
Coon Rapids, MN 55433

**No later than 4:30 p.m. on January 24, 2011.**

Late proposals will not be accepted. Submit two (2) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm(s). Terms of the project as stated must be valid for the length of the project.

## VIII. Proposal Contents

The following must be considered minimal contents of the proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's understanding of the project.
2. A detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask (differentiating anticipated hours per project team member).
3. Background and expertise of consultant team assigned to the project.
4. Experience of consultant and project team on similar projects (including references).
5. Proposed fee
6. Schedule

## IX. Evaluation

All proposals received by the deadline will be evaluated by representatives of the City. Factors upon which proposals will be judged include, but are not limited to, the following:

1. Expressed understanding of the project
2. Project work plan
3. Project team background, experience, and expertise
4. Proposed fee

## X. Selection

Selection of a consultant for this project will be based on the criteria noted above. Upon initial selection of the consultant, the City will enter into negotiations with the selected consultant to finalize the work plan including budget hours. Should the City and the selected consultant fail to satisfactorily reach agreement as to the work plan, including budget, the City may enter into negotiations with the respondent judged second in the evaluation process. The Coon Rapids City Council reserves the right to reject any and all proposals.

**CITY OF COON RAPIDS**

**LETTER OF ENGAGEMENT**

**Project Name:** Comprehensive Water System Study

**Project No.:** \_\_\_\_\_

This Letter of Engagement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the CITY OF COON RAPIDS, 11555 Robinson Drive, Coon Rapids, Minnesota 55433 (the "City") and Bolton & Menk, Inc, 2035 County Road D East, Suite B, Maplewood, MN (the "Consultant").

**RECITALS**

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement (the "Agreement") on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_; and

WHEREAS, this Agreement provides that the City will engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement; and

WHEREAS, the City wishes to retain Consultant to perform Service(s) to assist with the following described project:

Provide the City of Coon Rapids with a Comprehensive Water System Study relative to the elements of distribution, source(s) of supply, storage, water treatment, and drinking water quality. The study will further provide a 20-year Capital Improvement Program (CIP), broken into 5-year increments, identifying recommendations and implementation strategies to address deficiencies that may be discovered during an evaluation of existing facilities. The study will include cost estimates for recommended improvements to the current system, future improvements necessary to accommodate anticipated growth/decline of the City, and a systematic replacement/rehabilitation of the distribution (pipe) system (the "Project"); and

WHEREAS, this Letter of Engagement outlines the Service(s) to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

**ARTICLE ONE**

**SERVICES TO BE PERFORMED BY THE CONSULTANT**

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described on Exhibit A attached hereto and made a part hereof.

**EXHIBIT A**

**ARTICLE TWO  
SCHEDULE OF PERFORMANCE**

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit B and made a part hereof by reference. The schedule may be adjusted by mutual consent as the Service(s) proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for a reasonable cause agreed to by the City.

**ARTICLE THREE  
CONSULTANT'S COMPENSATION**

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit C attached hereto and made a part hereof.

**ARTICLE FOUR  
CAPITALIZED TERMS**

Capitalized terms not otherwise defined herein have the meaning given them in this Agreement.

Subject to the terms and conditions of this Engagement Letter, all of the terms and conditions of the Engineering Master Consulting Agreement dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Engagement Letter as of the date first above written.

CONSULTANT

BOLTON & MENK, INC.

By: 

Its: Principal Engineer

CITY OF COON RAPIDS

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Manager

Recommended:

By: \_\_\_\_\_  
Its: Public Works Director

Approved as to Form:

By: \_\_\_\_\_  
Its: City Attorney



**EXHIBIT A**

**SERVICES TO BE PERFORMED BY CONSULTANT**

- ☒ Comprehensive Water System Study in accordance with Consultant’s proposal dated January 24, 2014
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**EXHIBIT B****PROJECT SCHEDULE**

<b>Item</b>	<b>Date</b>
Council awards consultant contract and orders preliminary report	February 18, 2014
Kick-off meeting with City Staff	February 19, 2014
Meeting with City Staff to discuss Financial Analysis	March 2, 2014
Meeting with City Staff to discuss Preliminary Modeling Results and Site Visits	March 11, 2014
Submit draft preliminary report to City for review and comments	April 2, 2014
Receive draft preliminary report comments from City Staff	April 7, 2014
Complete Comprehensive Water System Study	April 11, 2014
Present Comprehensive Water System Study to City Council	April 15, 2014

EXHIBIT C

CONSULTANT'S COMPENSATION FOR PROJECT

Item	Amount	Reimbursable Expenses
Comprehensive Water System Study	\$47,626.00	\$0.00
<b>Total Project Costs</b>	\$47,626.00	\$0.00

The above sums for services shall be Hourly Not to Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant.



AI-1755

17.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Police Vehicles

**From:** Sharon Legg, Finance Director

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**INTRODUCTION**

Staff is recommending the purchase of eight marked squad cars, one unmarked police vehicle and a budget revision.

**DISCUSSION**

Staff is recommending the purchase of eight marked squad cars and one unmarked car. Funds for eight of them have been included in the 2014 Annual Budget. The purchase will be made from Nelson Auto Center under the State Contract in the amount of \$228,785 plus roughly \$45,000 more to set them up for police use.

Staff is recommending nine cars because a marked squad car was recently in an automobile accident, causing significant damage. Although there should be funds recovered from the other party's insurance company to cover the repair of the squad car, staff has determined that the car will not function well as a squad car. Therefore, the police department fleet would be short one vehicle. The repaired squad car will have value once repaired and will be used in lieu of purchasing the Code Enforcement vehicle included in the 2014 Budget in the amount of \$21,375.

Therefore, funds budgeted for the Code Enforcement vehicle can be redirected to the purchase of the eighth police department marked car. The City Code requires that capitol outlay items be enumerated in the budget. Therefore staff is seeking approval to substitute the marked squad for the Code Enforcement vehicle. The estimated cost including set up will be about \$30,000.

Additionally, funds in the amount of \$280,500 are available in the Capital Equipment Fund for the purchase of the budgeted eight vehicles.

**RECOMMENDATION**

Staff recommends:

- a. Adoption of Resolution 14-33 Amending the 2014 Capital Equipment Fund Budget.
- b. Authorization to purchase eight marked and one unmarked police vehicle from Nelson Auto Center under the State Contract.

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**Attachments**

**RS 14-33**

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**RESOLUTION NO. 14-33**

**RESOLUTION AMENDING THE 2014 CAPITAL EQUIPMENT FUND BUDGET**

**WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget and the subsequent amendments; and

**WHEREAS**, the 2014 budget includes capital outlay funds in the amount of \$21,375 for a purchase of a vehicle for code enforcement purposes; and

**WHEREAS**, the police department is in need of a vehicle to replace one that was in an accident; and

**WHEREAS**, the total cost to complete the purchase is estimated to be \$30,000; and

**WHEREAS**, capital outlay purchases must specifically be identified per the City Code 2-803,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to use the \$21,375 budgeted for a Code Enforcement vehicle along with \$8,625 in available fund balance in the Capital Equipment Fund for the purchase of a marked squad car.

Adopted this 17<sup>th</sup> day of February, 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk



AI-1753

18.

**City Council Regular**

**Meeting Date:** 02/18/2014

**Subject:** Taser Purchase

**Submitted For:** Sharon Legg, Finance Director

**From:** Stephanie Lincoln, Purchasing Clerk

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**INTRODUCTION**

Staff is recommending the purchase of 15 tasers with related equipment to be used by the Police Department.

**DISCUSSION**

Staff is recommending the purchase of 15 tasers with related equipment (holsters, batteries and cartridges) for the Police Department in the amount of \$20,340.45 from Taser International. Seven of the tasers will be purchased with the \$9,345 reserved in the 2014 capital outlay budget. Purchase of the remaining eight tasers, totaling \$10,995.45, will be purchased with a contribution from the Anoka Hennepin Drug and Violent Crime Task Force (AHDVCTF). The contribution comes from forfeiture funds collected and maintained by AHDVCTF, who have authorized up to \$11,000 for the specific purpose of purchasing police equipment. The Coon Rapids Police Department will have full ownership of all tasers and equipment. Staff recommends a budget amendment, paying the full \$20,340.45, and accepting a contribution of \$10,995.45 from AHDVCTF.

**RECOMMENDATION**

Staff recommends:

- a. Adoption of Resolution 14-32 amending the 2014 budget to reappropriate \$10,995.45 in the Capital Outlay Fund to capital outlay using the contribution from the Anoka Hennepin Drug and Violent Crime Task Force.
- b. Authorization to purchase 15 tasers and related equipment from Taser International in the amount of \$20,340.45.

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**BUDGET IMPACT:**

The reimbursement revenue will offset the cost of the additional tasers, resulting in no impact to the fund balance.

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**Attachments**

**RS 14-32**

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**RESOLUTION NO. 14-32**

**RESOLUTION AMENDING THE 2014 CAPITAL EQUIPMENT FUND BUDGET**

**WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget and the subsequent amendments; and

**WHEREAS**, the 2014 budget includes capital outlay funds in the amount of \$9,345 for a purchase of seven tasers with related equipment; and

**WHEREAS**, the Anoka Hennepin Drug and Violent Crime Task Force (AHDVCTF) will contribute \$ 10,995.45 for the purchase of eight tasers with related equipment; and

**WHEREAS**, the total cost to complete the purchase is estimated to be \$20,340.45; and

**WHEREAS**, capital outlay purchases must specifically be identified per the City Code 2-803,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to increase capital outlay funds to \$20,340.45 by including the \$10,995.45 contribution from AHDVCTF for the purchase of fifteen tasers and related equipment.

Adopted this 17<sup>th</sup> day of February, 2014.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk